

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Academic Affairs 2019

1.1a Mission

In a series of open visioning sessions during 2015-2016, SRJC Petaluma developed an Educational Master Plan, with the following mission and vision:

Mission: SRJC Petaluma provides our students and community with transformative educational experiences through engagement and collaboration.

Vision: SRJC Petaluma aspires to be a comprehensive liberal arts and sciences college of choice that evolves in response to our community's needs and enriches, enlightens, and empowers students in preparation for their future.

1.1b Mission Alignment

The mission of the Petaluma campus is in full-alignment with the overall mission of Santa Rosa Junior College as described in the 2014-2019 Strategic Plan.

1.1c Description

Santa Rosa Junior College has been offering courses in the Petaluma area for over 50 years. The Petaluma Center operated primarily as an evening program until the completion in 1995 of permanent facilities on its current site. The Petaluma Center was granted Campus status by the SRJC Board of Trustees and the California Community College Chancellor's Office in the Spring of 1999.

A second phase of new construction for the Petaluma Campus was completed in 2008, and a third phase of construction completed in 2009 renovated the original campus. This project, the largest of its kind in SRJC's history, tripled the square footage of the campus, added seven new buildings, renovated another three, and expanded outdoor space and parking lots. Among the new facilities are life sciences labs, a second art studio, physical science labs, a 35,000 square foot library, a physical fitness center, a bookstore, student services and support areas (including student health services, student life and leadership, admissions and records, counseling, disabled student services, tutorial center, and career/transfer center), expanded dining space, classrooms/technology labs, faculty/administrative offices, digital media lab, and a 256-seat auditorium with some of the best media technology in the District. The campus offers state-of-the-art technology throughout, including a wireless network, fully mediated instructional facilities, and video-conferencing capabilities. Other unique features of the Petaluma Campus include the Capri Creek restoration project, community and permaculture gardens, sustainable design, and an accessible pedestrian and bike trail system with a route that extends around the perimeter of the campus and continues throughout the city of Petaluma.

Each semester students enroll in approximately 350 course sections in nearly 60 disciplines, including 30 majors and certificates as well as all of the courses necessary for transfer to UC, CSU, or to complete SRJC's general education requirements. Instructional offerings include a full complement of General Education courses and 20+ transfer majors, a state of the art Film Studies program that includes a Cinema Series and Digital Film Production classes, Fitness Nutrition and Health certificate, Veterinary Technology, Digital Media Audio, CISCO certification in CCNA, IT Support, and Water and Wastewater Utility Operations certificates. The campus is also home to SRJC's Gateway to College Academy, a middle college program for students earning college credits while working towards a high school diploma. Our House Intercultural Center hosts cultural and educational events that engage the community year-round, including the annual We the Future Social Justice Conference. Petaluma Campus opens its doors to the community every October for LumaFest, the annual education fair and open house. This beautiful campus is located only 35 miles north of San Francisco.

Unduplicated headcount on the Petaluma Campus doubled (from 3,438 to 5,660) since the campus opened on its current site in 1995 until 2011. Full-time equivalent students (FTES) increased 13% from 2234 in 2005/06 to 2,998 in 2011/12. Schedule reductions due to the state budget crisis reduced courses sections on the campus by 35% from a high of 487 in fall 2009 to 319 in spring 2013. Further enrollment decline has been fueled by a robust economy (with a 2.4 percent unemployment rate in 2018), migration out of Sonoma County due to housing stock lost in the 2017 fires, student demand for online education, and schedule reductions due to SRJC budget constraints. SRJC Petaluma currently enrolls nearly 4,500 students in credit and non-credit courses both day and evening classes, which yields about 900 FTES each semester (see Chart 1). With 42 full-time faculty in residence, and more than 170 adjunct faculty teaching each semester, our Full-time Equivalent Faculty (FTEF) has gotten more productive over time, yielding more FTES per FTEF (see Chart 2).

Chart 1: Annual FTES by Petaluma n

Chart 2: Annual FTEF by Petaluma Location

1.1d Hours of Office Operation and Service by Location

SRJC Petaluma Tutorial and Writing Center -

Fall & Spring Semesters: Mon-Tues-Wed: 9:30am-7pm, Thurs: 9:30am-6pm, Fri: 10:30am-4pm

First 6 weeks of Summer Session: Mon-Thurs; 9am-1pm & 2-5pm

Staff are onsite from 5:00 am until 10:30 pm Monday through Thursday and until 8:30 pm on Friday. The chart below shows the general hours of operation for departments and services on campus.

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PETALUMA CAMPUS DEPARTMENTAL HOURS OF OPERATIONS 2012/2013

DEPARTMENT/AR EA	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
A & R	8am-1:00pm & 2pm-5:00pm	8am-1:00pm & 2pm-5:00pm	8am-1:00 & 2-7:00pm	8am-1:00pm & 2pm-5:00pm	8am-12:00pm	<i>Closed</i>
Accounting	8am-4pm	8-11am	8-11am	8-11am	<i>Closed</i>	<i>Closed</i>
Administration	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	<i>Closed</i>
Business Services	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	<i>Close</i>
Courtyard Café/Student Center	7am-8pm	7am-8pm	7am-8pm	7am-8pm	8am-1:30pm	<i>Closed</i>
Career Resource Center/Student Employment	8:30am-4:30pm	8:30am-4:30pm	<i>Closed</i>	<i>Closed</i>	<i>Closed</i>	<i>Closed</i>
College Skills	9am-12pm	9am-12pm & 6-9pm	9am-12pm	9am-12pm	<i>Closed</i>	<i>Closed</i>
Counseling/Transf er Center	8am-5pm	8am-5pm	8am-7pm	8am-1pm	8am-1pm	<i>Closed</i>
DRD	8am-12pm & 1-5pm	8am-12pm & 1-5pm	8am-12pm & 1-5pm	8am-12pm & 1-5pm	8am-12pm & 12:30-4pm	<i>Closed</i>
Facilities Operations	7:00am - 5:00pm	7:00am - 5:00pm	7:00am - 5:00pm	7:00am - 5:00pm	7:00am - 5:00pm	<i>Closed</i>
Financial Aid	8am-5pm	8am-5pm	10am-7pm	8am-5pm	<i>Closed</i>	<i>Closed</i>
Health Services	8am-5pm	8am-5pm	8am-7pm	8am-5pm	<i>Closed</i>	<i>Closed</i>

Instructional Computing Support	8am -8pm	8am -8pm	8am -8pm	8am -8pm	8am -8pm	<i>Closed</i>
IT Support	8am -12noon 1:pm -5pm	8am -12noon 1:pm -5pm	8am -12noon 1:pm -5pm	8am -12noon 1:pm -5pm	8am -12noon 1:pm -5pm	<i>Closed</i>
Mahoney Library	8am-9pm	8am-9pm	8am-9pm	8am-9pm	9am-1pm	10am-3pm
Media Support	7:45am - 9pm	7:45am - 9pm	7:45am - 9pm	7:45am - 9pm	9am - 3pm	10am-3pm
Scheduling	8:00am-5:00pm	8:00am- 5:00pm	8:00am- 5:00pm	8:00am-5:00pm	8:00am- 5:00pm	<i>Closed</i>
Student Affairs	10am-2pm	10am-2pm	10am-7pm	10am-2pm	<i>Closed</i>	<i>Closed</i>
Tutorial 247	8am-7pm	8am-7pm	8am-7pm	8am-7pm	9am-12pm	<i>Closed</i>
Welcome Center	<i>Seasonal</i>	<i>Seasonal</i>	<i>Seasonal</i>	<i>Seasonal</i>	<i>Seasonal</i>	<i>Closed</i>

1.2 Program/Unit Context and Environmental Scan

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Students can now complete the following start to finish at SRJC Petaluma:

General Education Patterns:

- SRJC GE -Option A: (for Associate of Arts or Associate of Science General Education Requirements)
- SRJC GE -Option B: (for California State University (CSU) Breadth Requirements & Associates)
- SRJC GE -Option C: (for Transfer Pattern for CSU or University of California Systems & Associates)

Certificates:

- Child Development: Associate Teacher Certificate
- Digital Media: Audio
- Fire Investigation
- Fitness, Nutrition & Health Certificate/Major
- Veterinary Technology Certificate (one course done at Animal Care Center, Rohnert Park)
- Computer Studies: IT Support Certificate (one class online)
- Computer Studies: Cisco Certification Training in CCNA
- Wastewater Treatment Operations
- Wastewater Operator
- Water Distribution
- Water Utility Operations
- Water Treatment

AA/AS Degrees:

1. Administration of Justice for Transfer (AS-T) (one class online: AJ 54A)
2. Anthropology for Transfer (AS-T)
3. Art
4. Art Studio for Transfer (AA-T)
5. Art History for Transfer (AA-T)
6. Business Administration
7. Business Administration for Transfer (AS-T)

8. Communications Studies for Transfer (AA-T)
9. Economics for Transfer (AS-T)
10. Fire Technology
11. Film Studies
12. Fitness, Nutrition and Health
13. History for Transfer (AA-T)
14. Humanities
15. Liberal Studies (Teacher Preparation)
16. Natural Sciences
17. Psychology
18. Psychology for Transfer (AA-T)
19. Social and Behavioral Sciences
20. Sociology
21. Sociology for Transfer (AA-T)
22. Spanish
23. Wastewater Treatment Operations

Petaluma campus has rotation plans for the majors and certificates. Ten of the degrees meet the SB1440 Transfer Model Curricula requirements for transfer to CSU and efforts are underway to add additional degree majors/certificate options for students taking courses on the Petaluma campus.

Petaluma campus developed the Transfer Track offerings that provides General Education classes in a compressed semester format. The Transfer Track semester is 14 - 14.5 weeks long (compared to SRJC's normal 17.5-week semesters), beginning two weeks later than the traditional semester and ending one week earlier. Popular GE classes that meet IGETC (UC) and CSU transfer requirements have been selected to be offered in the Transfer Track schedule. All students are eligible to take Transfer Track classes. Student success outcomes for the Transfer Track offerings were collected by the Office of Institutional Research and in general demonstrated higher retention and success when compared to semester-length outcomes. The Transfer Track template was formally adopted by Academic Senate and the Department Chairs Council in the 2017-2018 year.

Conversations continue over ways to utilize online and video conferencing to expand course availability to students regardless of campus location. Strategically scheduling for the full academic year has been particularly beneficial from a student enrollment perspective.

Strategic growth of CTE courses and certificates unique to SRJC Petaluma continues. The Dean of Instruction continues to work with cluster deans and department chairs to further develop offerings in Petaluma. SRJC Petaluma is exploring adding CTE certificates in Medical Massage Therapy, Solar, HVAC-Refrigeration, and Construction trades. The Digital Media lab has become a hub for Digital Film instruction as well as the location for Digital Audio and Digital Music.

ENVIRONMENTAL SCAN

Working with the SRJC Office of Institutional Research, an triannual environmental scan is conducted for the Petaluma and South County area using a wide variety of available Census, Labor Market, Local Economic Development and college data to develop a more informed understanding of who our students and community are as compared to Sonoma County and SRJC as a whole. The analysis of these data are utilized in program development, facilities planning, outreach, and communication with our community. The analysis below references data spreadsheets available on request.

- South Sonoma County Population and Enrollment Analysis - 2015
- Cities/towns enrollment data include Boyes Hot Springs, Cotati, El Verano, Eldridge, Glen Ellen, Kenwood, Penngrove, Petaluma East, Petaluma West, Rohnert Park, Sonoma, Tomales and Vineburg
- SRJC locations include Petaluma Campus, Petaluma Tech Academy and Rohnert Park
- South SoCo region population has remain stable since 2000 - Petaluma Pop
- The town of Petaluma has a population of over 57,000 people in 2015, per California Department of Finance estimates – Petaluma Pop
- Petaluma’s growth rate since 1970 is over 131%, though the past 15 years growth has decelerated (CA Dept of Finance) – Petaluma Pop
- Rohnert Park’s population is over 41,000 in 2015; an increase from a decade of decline (CA Dept of Finance) – Petaluma Pop
- Rohnert Park’s population growth is substantial from 1970; over 550% (CA Dept of Finance) - Petaluma Pop
- Cotati’s population surpassed 7,300 in 2015; population growth from 1970 is almost 440% (CA Dept of Finance) - Petaluma Pop
- Petaluma’s growth rate surpassed the Sonoma County from 2010 to 2013 (Census) – QuickFacts
- There is a higher proportion of under 5 and under 18 years living in Petaluma than SoCo (Census)– QuickFacts
- Higher proportion of Asians living in Rohnert Park than SoCo (Census) – QuickFacts
- Petalumans have higher mean travel time to work than SoCo (Census) – QuickFacts
- Rohnert Park has the highest proportion below poverty level (Census) – QuickFacts
- South SoCo no traffic travel times (Google) – QuickFacts
- 9.1 miles and 16 minutes from Rohnert Park to Petaluma Campus;

- 9.6 miles and 13 minutes from Rohnert Park to Santa Rosa Campus;
- 11 minutes from Cotati to Petaluma or Santa Rosa Campus;
- 21.6 miles and 31 minutes from Petaluma to COM IV campus; and
- 16.5 miles and 21 minutes from Petaluma to Santa Rosa Campus.
- South SoCo day and enrollments were comparable until Sp 2004 and F 2005; actually there were more students enrolled in evening than day courses from Sp02 through Sp 04 – South SoCo Location
- Courses offered in South SoCo include (course combined enrollments from Spring 1999 through Spring 2015): ENGL 1A, PSYCH 1A, BIO 10, POLS 1, SPCH 1A, MATH 155, ANTHRO 1 and ENGL 100 (SRJC Datamine) - South SoCo Location
- Over 37,600 South SoCo residents enrolled (duplicated enrollment) for 2014-15 (Fall and Spring semesters); down from over 47,500 in 2005-06 (SRJC Datamine) – Enrl Summary
- The majority of South SoCo residents take courses on the SR Campus with the exception of Petaluma East residents who continue to take the majority of courses on the Petaluma Campus (SRJC Datamine) - Enrl Summary
- Though Petaluma West residents have decreased on SR and Pet campuses since 2000-01, the majority of Petaluma West residents were enrolled on the SR Campus in 2014-15 (SRJC Datamine) - Enrl Summary
- Overall South SoCo residents 19 and under years choose Petaluma Campus over Santa Rosa Campus (FB 2014) - Enrl Summary
- Over 41% of Casa Grande and Petaluma High School graduates attend SRJC immediately after graduation. (FB 2014) - HS Data
- By South SoCo attended and under 19 years of age: Casa Grande and Petaluma High school attendees enroll on the Petaluma Campus, and Rancho Cotate attendees enroll on the Santa Rosa campus (FB 2014) - HS Data
- Over 52% of Rancho Cotate graduates immediately enrolled in SRJC the fall semester after hs graduation (FB 2014) - HS Data
- Over 8% of Petaluma High School and 7% of Casa Grande High School students are concurrently enrolled (FB 2014) - HS Data
- Slightly over 1% of Rancho Cotate high school students are concurrently enrolled at SRJC (FB 2014) - HS Data

- South SoCo residents' popular courses in Spring 2015 are college and transfer level general education course at SR and Petaluma campuses (SRJC Datamine) - Course Enrl by South SoCo res
- Rohnert Park courses taken by South SoCo residents include Older Adult, Special Education, EMC, Computer Studies and Appendice Ed courses (SRJC Datamine) - Course Enrl by South SoCo res

This year, OIR did a supplemental analysis of enrollment data at the request of SRJC Petaluma deans who are working on the campus enrollment management and outreach plan. The summary of that analysis is provided below provided below. Data spreadsheets are available on request.

South Sonoma County Supplemental Analysis - 2015

South SoCo comparison to District data plus additional Petaluma resident enrollment analysis

Source: SRJC Datamine

Overall

- District day sections and enrollment dropped significantly from Summer 2009 through Summer 2013. Though sections have been added, enrollment growth is responding at a much slower rate.
- Petaluma residents' evening enrollments have increased on the Santa Rosa Campus even though evening sections have been added in South SoCo since Fall 2012.
- South SoCo tends to have larger average class sizes than the District.
- Summer has the highest proportion of sections cancelled.
- Day to evening section ratios have fluctuated from slightly over 1, the same number of day to evening sections offered, to over 2, there are two days sections for each evening section offered.

Summer - PC Dist Summer

- South SoCo offered over 200 sections in Summer 1999; a little over 120 sections in Summer 2015.
- The District once offered over 1,850 sections in Summer 2010. In Summer 2015, the District offered almost 1,200, an increase of almost 500 sections from Summer 2013.

- South SoCo had approximately 1,200 enrollments for day and for evening courses in Summer 2002. Evening enrollments declined to 491 in Summer 2015.
- District summer enrollment peaked at 32,000 in Summer 2008. Enrollment dropped to under 15,000 in Summer 2012 mostly in day enrollments.
- Starting Summer 2013, South SoCo evening average class size was lower than District average.
- Average proportion of cancelled sections in Summer is 25% for day and evening sections in South SoCo.
- Average percent of District cancelled sections is 18% for day and for evening.
- The number of day to evening sections offered in Summer for South SoCo is 2.10; for the District it is 2.49.

Fall - PC Dist Fall

- South SoCo offered the comparable number of day and evening sections from F 01 through F 03.
- Evening sections have increased since Fall 2012 but evening enrollments are declining in South SoCo.
- District sections peaked at 4,500 in Fall 2009 and dropped to under 3,000 in Fall 2012.
- South SoCo average class size is generally larger than the District's overall average class size.
- On average, 13% of day and 15% of evening sections are cancelled during Fall semesters in South SoCo.
- The District's cancellation percent averages 13% for day and evening sections.
- Day to evening course ratio averages 1.5 in South SoCo. In Fall 2014, the ratio increased higher than the District's ratio to 1.83.
- The District day to evening course ratio averages 2.0. In Fall 2014, the ratio decreased to 1.75.

Spring – PC_Dist Spring

- There were more students enrolled in evening than day in Spring 2002 through Spring 2004 in South SoCo.

- South SoCo Spring day and evening sections dropped in Spring 2009 from Spring 2008.
- Enrollment slightly responded to increase day and evening courses offerings in Spring 2014 but declined again in Spring 2015.
- After dropping significantly in Spring 2009, District sections have slightly increased from Spring 2013 through 2015.
- District evening enrollment increased in Spring 2012 in response to additional evening courses. It has remained stable through Spring 2015.
- District day enrollment increased in Spring 2014 but decreased again in Spring 2015.
- South SoCo average class size exceeds District average, topping at 32.08 in day of Spring 13.
- South SoCo cancelled courses average 12% for day and evening sections in Spring.
- District's Spring cancelled courses average 11% for day and evening sections.
- South SoCo average day to evening course ratio is less than 1.5 for Spring. In Spring 2015 the ratio was 1.65.
- The District's average day to evening course ratio is 2.03 for Spring. The rate was 1.86 in Spring 2015.
- Petaluma resident course taking patterns – Petaluma res Enrl Summary
- Petaluma residents' enrollments in day and evening courses at the Petaluma Campus have decreased since 2010-11.
- Petaluma residents' enrollments have decreased in day enrollments at the Santa Rosa campus since 2000-01.
- Petaluma residents' evening enrollments on the Santa Rosa campus have increased since 2010-11.
- Petaluma resident evening enrollments – Pet resident SR eve crs
- Petaluma residents' enrollment on SR Campus: CSKLS 770, LIR 10, HIST 17.2, ENGL 1A, BAD 2, BOT 770 are the top courses in Fall 2014 and Spring 2015.
- Comparing 2010_11 to 2014_15 growth, LIR 10 enrollments increased 125; CKSLS 770 47, CHLD 10, CS 60.11A and SOC 1 are the top five courses Petaluma residents are taking on the Santa Rosa Campus.

- Petaluma residents' day and evening enrollments on Santa Rosa and Petaluma campuses for Fall 2014 and Spring 2015 – Petaluma res course enrlns

2.1a Budget Needs

SRJC Petaluma continues to expand its course offerings while reducing the Petaluma Academic Affairs operational budget more than 36 percent in the past two years. Expanded offerings in Physics, Chemistry, Biology, Art, and Music are expensive classes to run with additional needs in facilities, science lab coordination, science lab instructional assistance, instructional equipment, and supplies. Thanks to support from Categorical funds and the District, Petaluma Academic Affairs has successfully consolidated multiple STNC positions into permanent classified positions in the past year. Therefore, while Petaluma enrollments are the lowest levels due to a strong economy our staffing needs are currently satisfied, we expect the staffing needs to increase when the economy falters. During last year's budget reductions, Petaluma Academic Affairs was able to reduce spending without impacting instructional programs. This year, with an additional 25 percent budget reduction mandate, Petaluma Academic Affairs had to cut into the basic supply funds for multiple departments, such that the District is not supporting the classes it operates on the Petaluma Campus in addition, the District no longer provides any operational funds for the Instructional Dean, leaving this leadership position the least funded in the District. The cost of these cuts will mean less flexibility and responsiveness to faculty initiatives and less connection with our community. In 2018, Petaluma Campus will seek to meet these instructional costs by relying on investment returns from the Friends of Petaluma Campus Trust endowment as well as on Petaluma Campus' meager contingency funds. In other words, Petaluma Campus is turning to donations to support classes that provide apportionment for the general fund. Regarding budget requests, Petaluma Academic Affairs needs to reinstate basic operations funds for supplies for multiple disciplines as well as fund its Instructional Dean position.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	02	01	\$275.00	Art Guest Speakers
0001	Petaluma	02	01	\$1,300.00	Cinema Series increased in hourly wage for graphic designer
0001	Petaluma	02	01	\$200.00	Restore Budget cut: Communications Dept Supplies
0001	Petaluma	02	01	\$1,500.00	Art Figure Drawing Models
0001	Petaluma	02	01	\$240.00	Kad Yoga Alliance Supplies
0001	Petaluma	02	01	\$240.00	Kad Yoga Alliance Membership
0001	Petaluma	02	01	\$600.00	Classroom Podiums
0001	Petaluma	02	01	\$5,000.00	Measure H classroom startup supplies Chem
0001	Petaluma	02	01	\$3,000.00	Measure H classroom startup supplies Anthro
0002	Petaluma	02	01	\$500.00	3-D printer supplies all departments
0002	Petaluma	02	01	\$3,000.00	Create Instruction contingency budget
0002	Petaluma	02	01	\$1,500.00	Restore Dean's Travel Budget
0002	Petaluma	02	01	\$84.00	Restore CS Travel for Faculty
0002	Petaluma	02	01	\$275.00	Restore ESS Field Trips
0002	Petaluma	02	01	\$75.00	Restore Fire Technology Supplies
0002	Petaluma	02	01	\$50.00	Restore Social Science Supplies
0002	Petaluma	02	01	\$100.00	Restore Work Experience Supplies
0002	Petaluma	02	01	\$1,000.00	Restore Deans Supplies
0003	Petaluma	02	01	\$2,000.00	micro 5, Bio 2.1 supplies (ongoing cost, not startup)
0003	Petaluma	02	01	\$800.00	chem supplies
0003	Petaluma	02	01	\$800.00	Physics supplies
0003	Petaluma	02	01	\$270.00	Waste Water Chemistry Supplies

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II, College Skills	16.00	10.00	Provide administrative support to the College Skills/Tutorial Department: in recruitment
Administrative Assistant III	40.00	12.00	Provide administrative support to Instructional and Student Services Deans

Coordinator, Science Labs	40.00	11.00	Coordinate Life Science/Microbiology lab activities
IA Senior, Tutorial (Abigail)	20.00	12.00	Assist in Tutorial Center
IA Senior, Tutorial (Rafael)	25.00	12.00	Assist in Tutorial Center: in recruitment
Scheduling Technician/Senior	40.00	12.00	Support for schedule development/production of class schedule/coordinates facilities use
Science Lab Instructional Assistant, Biology	27.50	11.00	Provides Biology lab support (27.5 hours for 10 months, 20 hours for summer)
Science Lab Instructional Assistant, Chemistry	25.00	11.00	Provides chemistry, Physics, Wastewater lab support, STNC conversion approved by August 2017 Board
IA Senior, Writing Center (Rafael 25% 10mos, BSI)	10.00	9.00	Assists in Writing Center
IA Senior Tutorial and College Skills (Rocio)	22.80	11.00	Assists in Tutorial Center and College Skills
IA Senior, tutorial (Danielle 31.5% 171 days)	12.50	10.00	Assist in Tutorial Center
IA Senior Tutorial (Abigail)	13.10	10.00	Assist in Tutorial Center
IA Senior tutorial (in recruitment)	20.00	10.00	Assist in Tutorial Center

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean II, Instruction and Enrollment Management, SR	40.00	12.00	Lead administrator for SRJC Petaluma Academic Affairs, scheduling, academic computing, strategic enrollment management plan, marketing and outreach

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC - Art Model (5)	4.00	5.00	Support instructional program
STNC - Large Lecture Readers (9)	49.00	8.00	Provide assistance to program faculty teaching large lecture sections
STUDENT - KAD - FWS	3.00	3.00	Provide assistance to the KAD program faculty
STUDENT - Life Science (2)	14.00	4.50	Provide assistance to Lab Coordinator
STUDENT - Tutorial Center (5)	36.00	10.00	Provide tutoring in Petaluma Campus Tutorial Center
STNC - IA PALS (9)	0.00	0.00	May be converted to Student Employees
STNC-Instructional Facilitator Writing Center	13.00	10.00	May be converted to Classified
STUDENT-Earth and Space Science	4.00	7.00	Provide assistance to Lab Coordinator
STUDENT-Tutorial Center-FWS	0.00	0.00	Provide tutoring in Petaluma campus Tutorial Center

2.2d Adequacy and Effectiveness of Staffing

"Tutorial Services – This facility has been understaffed since its inception. It now has almost 700 students using its services during a semester. A hiring of three new part-time regular Instructional Assistants (IAs) during 2011-2012 provided qualified, dependable, regular tutors to help anchor the center and provide guidance for student and STNC tutors. However, the cost of hiring the three new IAs (i.e., re-allocation all Petaluma District STNC tutor money and some student tutor money for the newly created IA positions), coupled with an unplanned evisceration of BSI funds (i.e., 40% cut of 2010-2011 funding), left a vacuum in available funding to hire both STNC and student tutors. As a result, the Petaluma Tutorial Center was forced to cut its hours of operation by 29% during fall 2013; these hours have not been restored. We are requesting multiple Instructional Aid Senior positions to increase hours of service and to meet increasing student demand across multiple disciplines. These positions are key to student success at SRJC Petaluma and require experience tutors knowledgeable in multiple subjects such as chemistry, calculus, ESL, and writing. "

Over the next three years, we can reasonably expect between three and five SRJC Petaluma faculty to retire or leave the campus for other reasons. For 2018/19, three of the 21

departments formerly represented by one or more full-time faculty in residence in Petaluma (Counseling, ESL, and Business Administration) remain unstaffed by contract faculty, and eight of the 21 (38%) will be represented by only one regular full-time faculty in residence on the Petaluma campus. A retirement or resignation within any of those with only one full-time faculty member could seriously impact the well-being of those instructional programs if the position was not replaced.

The hiring of a part-time, regular administrative assistant in 2011-2012 for the Tutorial Center, though also cutting into the number of hours for tutors, has provided an organized office to keep track of all the students, student tutors, STNC's, and classified staff – something that had been lacking for many years. Petaluma's Tutorial Center currently shares an AA II with the College Skills Department; with more AA II support we could do more outreach and allow the IA's to tutor more students rather than support the office functions.

"The faculty to classified staff ratio for College Skills at the Petaluma Campus is far more unbalanced when compared with the Santa Rosa Campus. Petaluma has one full-time faculty member and six adjunct teaching credit classes and noncredit labs. Likewise, the Tutorial Center is coordinated by the one full-time faculty member (about 50% of their load), one part-time regular administrative assistant (16 hours/week) and five part-time regular instructional assistants (tutors). With 20 employees (classified, STNC, and student), the level of supervision and oversight is grossly inadequate. Therefore, we are requesting a Coordinator classified position for the day-to-day operation of the Tutorial Center.

The Writing Center: The District funds about 3 hours/per day of Writing Center coverage 3 days per week. The doors are not open enough for students to see the Writing Center as a reliable resource. Student Equity has funded STNC support for the Writing Center; however, Student Equity is not a reliable funding source, we have to continually reapply. Increasing District support of the Petaluma Writing Center would increase the program's stability and usage, which in turn would increase its FTES generation.

Academic Affairs Administration: The current workload of the Dean of Instruction is larger than other cluster deans given that this position wholistically supports an entire campus. It is a challenge to develop new instructional programs, including fund development, given the current workload. A second instructional Dean could allow the Academic Affairs department be more proactive in creating new programs/offersings to meet student need.

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2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Petaluma	02	01	Classified Employees New	IA Senior-tutorial(100% 11 mos)	Classified
0001	Petaluma	02	01	Classified-increase to time base	Biology SLIA +31.25% 171 days	Classified
0001	Petaluma	02	01	Student Employees	Petaluma Tutorial Center	Student
0002	Petaluma	01	02	Classified Employees New	IA, ESL tutoring 50%	Classified
0002	Petaluma	02	01	Classified employees New	Vet Tech SLIA 50%	Classified
0002	Petaluma	02	01	Student Employees	Cisco Networking Tutor	Student
0002	Petaluma	02	01	New Classified Position	Coordinator, Tutorial Center (100% 11 Mos)	Classified
0002	Petaluma	02	01	Classified Employees New	IA Senior, Writing Center (100% 11 mos)	Classified

2.3a Current Contract Faculty Positions

Position	Description
Art (Studio) (1)	
Anthropology (1)	
Business (0)	(ERI 12/31/19)
Chemistry (0)	On loan from SR campus ended S19
Communication Studies (3)	One 40% Petaluma Film Fest/Cinemas Series; one Our House LC 20%
Computer Studies (2)	One sabbatical F19 & S20
College Skills (1)	Tenure Year 3
DRD (2)	One started F15 (Tenure Year 4)
Earth and Space Science (2)	One 36% Department Chair, One sabbatical F19 & S19
English (5)	One 20% Puente; one Our House LC 20%; one Department Chair 93% and sabbatical S20 (One Tenure Year 3)
Fire Technology (1)	
History (1)	
Kinesiology, Athletics & Dance (2)	One 20% Faculty Development Coordinator+ 5% Program Coordinator+10% Delegated Chair duties on
Librarian (2)	One ERI 12/31/19, One 99% reassigned time as Department Chair and WIOA grant
Life Science (2)	One vacant after transfer to SR F20 (one Tenure year 4)
Mathematics (4 + 1 vacant)	One Tenure Year 4; one Tenure Year 2; (one Tenure Year 1
Psychology (1)	(one ERI 12/31/19), one AFA VP 15%, and Family Leave F19
Sociology (1)	(Tenure Year 3)
Work Experience (0.5)	One 50% assigned to Petaluma
World Languages (1)	One Spanish sabbatical S20 (Italian-retired May 2019)
Total 2019/2020	36.5 Faculty after 5 ERI (4.13 FTEF less reassigned time/leaves including 3 serving as Department Chair); 5 in Tenure Review.
Counseling (4)	One Department chair, one Puente 50%, one EOPS

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Agriculture & Natural Resources	0.2000	15.3000	1.1100	85.0000	
AJ	0.4000	100.0000	0.0000	0.0000	
AJ 21 37820.030	0.2000	47.6000	0.2200	52.0000	
American Sign Language	0.0000	0.0000	0.8000	98.8000	
Animal Health	0.4200	39.6000	0.6500	60.3000	
ANTHRO	0.6200	29.7000	1.4400	69.3000	
ART	2.2600	45.4000	2.7400	55.2000	
Astronomy	1.3000	65.2000	0.6900	34.4000	
BAD	0.8000	33.3000	1.5800	65.8000	
BIO	2.4800	55.7000	1.9900	44.8000	
Business Bookeeping	0.0000	0.0000	0.2800	100.2000	
Business General	0.0000	0.0000	0.3700	100.4000	
CHEM	2.0500	45.9000	2.4000	53.9000	
Child Development	0.0000	0.0000	0.0000	0.0000	
CHLD	0.4000	28.2000	1.0100	71.2000	
Communication Studies	2.2100	41.9000	3.0300	57.5000	
Computer Studies	3.4300	84.7000	0.5900	14.6000	
COUN	0.1700	9.8000	1.5500	90.5000	
CSKLA	2.0000	28.8000	4.9600	71.5000	
Dance	0.0000	0.0000	0.1600	97.8000	
Emergency Medical Care	0.0000	0.0000	0.2200	99.2000	
Engineering	0.0000	0.0000	0.1300	102.5000	
ENGL	6.3400	46.9000	7.0300	52.0000	
ENVR	0.8200	98.0000	0.0000	0.0000	
ESL	0.0000	0.0000	3.6700	99.3000	
Fire Technology	1.4000	76.9000	0.4200	23.2000	
Foods and Nurtrition	0.8000	54.4000	0.6700	45.5000	
French	0.2700	49.4000	0.2700	49.4000	
Geography	0.4100	99.0000	0.0000	0.0000	
Geology	1.1500	99.4000	0.0000	0.0000	
Health Care	0.4000	100.0000	0.0000	0.0000	
History	2.0500	52.1000	1.8300	46.5000	
Humanities	0.2100	32.7000	0.4200	66.8000	
Italian	0.4800	96.0000	0.0200	3.8000	
Journalism	0.1300	47.6000	0.1400	50.7000	
Kinesiology Fitness	0.5700	28.8000	1.4200	72.3000	
Kinesiology Lecture	0.6500	33.5000	1.2900	66.0000	
LIR	0.0000	0.0000	0.1400	98.0000	
MATH	9.0700	64.5000	5.6400	38.3000	
Media Studies	1.8100	62.6000	1.0800	37.5000	
Microbiology	0.9700	50.2000	0.9700	50.5000	
Music	0.0000	0.0000	2.2500	98.8000	

Natural Resources	0.2000	15.3000	1.1100	85.0000	
Older Adults	0.0000	0.0000	0.2100	102.8000	
Petaluma Total	54.5800	47.5000	59.9700	52.1000	TOTAL
PHIL	0.4100	32.9000	0.8200	65.4000	
Physics	0.0000	0.0000	0.3400	100.6000	
Political Science	0.8200	44.5000	1.0100	54.4000	
PSYCH	3.2300	75.7000	1.0100	23.6000	
SOC	2.0000	100.0000	0.0000	0.0000	
Spanish	1.8700	68.6000	0.8300	30.5000	
Waste Water Treatment	0.0000	0.0000	1.2900	99.6000	
Water Treatment	0.0000	0.0000	0.4700	99.7000	
Work Experience	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

Over the next three years, we can reasonably expect about two SRJC Petaluma faculty to retire or leave the campus for other reasons. For 2016/17, two of the 21 departments formerly represented by one or more full-time faculty in residence in Petaluma (ESL and Business Administration) remain unfilled by contract faculty, and nine of the 21 (43%) will be represented by only one regular full-time faculty in residence on the Petaluma campus. A retirement or resignation within any of those with only one full-time faculty member could seriously impact the well-being of those instructional programs if the position was not replaced.

An emerging challenge are the number of Petaluma faculty in residence serving as department chairs, which is currently five of the 42 in residence. The inclination by departments to insist that department chairs reside in Santa Rosa has the potential of creating a faculty staffing crisis in Petaluma given that each department chair assignment is for three years. In 2016, Petaluma lost the teaching load of the English and the Math department chair.

Thus, over the next several years, in order to sustain the academic programs SRJC students deserve and have come to expect on the Petaluma campus, it will be critically important to carefully assess and if needed make the case for replacement of departing faculty in core disciplines, address the issue of Petaluma faculty elected as department chairs, and grow the overall number of regular faculty positions in key emerging disciplines across the campus.

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

SRJC Petaluma is in dire need of a retirement-replacement full-time Counselor. SRJC is a Hispanic Serving Institution and serves a growing Latino student population - we need culturally competent Counselors to provide services for first generations students. SRJC Petaluma has experienced decreased funding for adjunct Counselors, so our ability to adequately staff relying on part-time faculty is impaired. Our student to Counselor ratio exceeds 1000:1 in Petaluma, far afield from best practice recommendations for caseloads. The District has relied on categorical grants to fund Counselor positions, an unsustainable model that has been tapped out. In 18/19 for the first time, the Petaluma HSI Our House learning community will be run with two teaching faculty because there was no counselor available to pair with the learning community.

SRJC Petaluma needs a Business Administration faculty member to replace two retirements: one retiring after fall 2019 and the other vacated in 2011/12 when a split load faculty who taught largely in Petaluma retired. The campus needs an anchor faculty in this very popular and well enrolled major. Furthermore, the Social Sciences discipline would like to request a split History/Political Science faculty member because 100% of our Political Science courses are taught by adjuncts or traveling Santa Rosa faculty and our History department needs a strengthened, culturally competent presence.

SRJC Petaluma is increasing our ESL classes and students served due to the outreach efforts of our ELL Outreach Coordinator and the revised ESL pathway. Petaluma previously had two full-time ESL faculty who retired without replacement. As a Hispanic Serving Institution, we must serve the needs of our community. In 2016/2017 we were unable to staff ESL classes due to a shortage in the adjunct pool.

SRJC Petaluma is ready to have a full-time Chemistry faculty assigned to the campus. The department rotated faculty to the Petaluma campus over the last 4 years; however, this rotation was abandoned starting fall 2019. We have increased the course offerings due to student demand and are preparing for a building project that will increase our Chemistry labs. We need an anchor faculty to further expand our Chemistry program.

For the future, several disciplines are on the SRJC Petaluma faculty "watch list." These include Child Development, Administrative Justice, Psychology, Water Treatment/Wastewater, and Computer Studies: Network Security position. As SRJC moves forward with the addition of a new program in Computer Security that includes AS Majors, Certificates of Achievement and Skills Certificates, as well as a series of "stackable certificates," the addition of another full-time faculty member to teach and manage the program will be necessary.

SRJC Petaluma supports the Santa Rosa requests for Chemistry, Psychology, and Library faculty positions because filling these will also help staff classes on Petaluma campus.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	02	Counseling	
0002	Petaluma	01	02	ESL	
0003	Petaluma	01	02	Chemistry	
0004	Petaluma	01	02	Computer Studies: Networking	
0005	Petaluma	01	02	History	
0006	Petaluma	01	02	Political Science	

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

Although the Phase II and Phase III expansion/renovation was completed 10 years ago, we are still playing catch-up to outfit existing program offerings. At the time of expansion, there was little remaining bond funds to cover classroom furniture; consequently what was purchased (tab arm chairs and student desks) are static (they do not roll), inflexible (they do not bend), and offer a small writing surface, all of which creates barriers to learning and negatively impacts student health. SRJC Petaluma faculty are requesting flexible furniture to meet the needs of their dynamic and engaging instructional styles. In addition, faculty are requesting the ability to create student group work zones in classrooms; therefore, there are several requests for mobile whiteboards.

In addition our Phase II and III additions are now 9 years old, the age at which most of the technology needs replacing. A significant request for replacement of technology was put forward in the 2017 and 2018 Institutional Technology Group (ITG) budget proposal, covering needs in Ellis Auditorium, PC 630 the Psychology Lab, as well as a media refresh in all the classrooms which includes replacement of all screens and whiteboards. In addition, the ITG budget request for 2017 also includes a mobile laptop cart to create computerized classrooms in Call Building (Behavioral Sciences and English).

Instructional equipment requests are based on instructor rationale and justification as well advisory board recommendations. Consequently, instructional equipment not only meets the needs of the instructional program, but also addresses recommendations from industry and the community at-large. Instructional equipment for 2019 has been requested for the following programs: Biology, Art, Geology, Agriculture, Kinesiology, Digital Filmmaking, Computer Studies (CISCO Networking), and multiple classrooms on campus that need new furniture.

Currently our academic supports are spread throughout the Petaluma Campus: the Tutorial and Writing Center and Open Computer Lab is in Doyle Hall, and our Reference Desk is tucked away in Mahoney. SRJC Library Services would like to partner with these academic support systems to provide a "sticky" place to support learning activities. The transition of library space to include a learning commons is a reflection of a major integration of the library mission into the academic context of the College. The Mahoney Learning Center would include shifting the tucked away Reference Desk into a centralized "Genius Bar" surrounded by shared learning spaces which can be staffed with tutors. We have identified underutilized space in the library as students move to accessing information from online databases and away from print materials.

\$100,000 One Time

SRJC Petaluma is currently expanding our STEM offerings with the construction of new Chemistry and Anthropology labs to be completed in spring 2020. Further expansion of STEM majors could be accomplished with one-time equipment purchases in Biology (\$300,000), Physics (\$100,000), and Chemistry (\$200,000).

\$600,000 One Time

Our full-time faculty members are transforming SRJC Petaluma into an indoor/outdoor learning environment. We are seeking funds to (a) further build the Student Garden as a demonstration classroom for Geology, Agriculture Science, and cross-discipline discussions of food systems. We would purchase a rainwater catchment system, build an aquaponics system, and install a small scale solar system (\$25,000), (b) install a forensic anthropology dig site that would include geologic strata analysis (\$15,000), and (c) build a multidisciplinary outdoor classroom/meeting space with sun protection (\$40,000).

\$80,000 One Time

The Cisco Certified Network Associate certificate programs uses team based learning to develop the skills students will need in the work environment. We have installed 5 networking racks with servers that will support 5 teams of students, we would use the funds to purchase hexagonal desks to facilitate the learning groups.

\$25,000 One Time

The field of cyber security rapidly changes about every 6 months. We would like to create an endowment for our full-time faculty members in computer networking to attend trainings once every two years. These trainings are provided by private companies, such as Global Assembly, and typically cost \$5,000 per training. This amount exceeds our current professional development awards for faculty.

\$5,000 Annual/Ongoing

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	Anthropology dig site lab	1	\$16,000.00	\$16,000.00	Catherine Williams	Michelle Hughes Markovics	CW
0002	Petaluma	02	01	Outdoor classroom seating and storage	1	\$20,000.00	\$20,000.00	Catherine Williams	Michelle Hughes Markovics	CW
0003	Petaluma	02	01	DI Water Filter and Installation	1	\$8,000.00	\$8,000.00	Catherine Williams	PC 208 & 313	CW
0005	Petaluma	02	01	Student Desks for PC 124	40	\$500.00	\$20,000.00	Catherine Williams	PC 124	cw
0006	Petaluma	02	01	Student Desks for PC 244	51	\$500.00	\$25,500.00	Catherine Williams	PC 244	cw
0007	Petaluma	02	01	Student Desks for PC 691	35	\$500.00	\$15,500.00	Catherine Williams	PC 691	cw
0008	Petaluma	02	01	Student Desks for Pc 694	38	\$500.00	\$19,000.00	Catherine Williams	PC 694	cw
0009	Petaluma	02	01	Student Desks for PC 695	38	\$500.00	\$19,000.00	Catherine Williams	PC 695	cw
0010	Petaluma	02	01	Student Desks for PC 696	38	\$500.00	\$19,000.00	Catherine Williams	PC 696	cw
0011	Petaluma	02	01	Student Desks for PC 205	35	\$500.00	\$15,500.00	Catherine Williams	PC 205	cw
0012	Petaluma	02	01	Student Desks for PC 207	35	\$500.00	\$15,500.00	Catherine Williams	PC 207	cw
0013	Petaluma	02	01	Lighting Board Ellis ETC on XE	1	\$16,000.00	\$16,000.00	Matt Pearson	PC 310	CW
0014	Petaluma	02	01	Instructor Computer work station	1	\$875.00	\$875.00	Tara Jacobson	PC 805	cw
0015	Petaluma	02	01	IMAC music editing computer	1	\$9,000.00	\$9,000.00	Jake Stillman	PC 246	cw
0016	Petaluma	02	01	2 in 1 Laptop computer	1	\$1,000.00	\$1,000.00	Michael McKeever	PC 645	cw
0017	Petaluma	02	01	Small laptop computer	18	\$500.00	\$9,000.00	Michael McKeever	PC 645	cw
0018	Petaluma	02	01	Greenhouse	1	\$25,000.00	\$25,000.00	David Kratzman	Garden	CW
0019	Petaluma	02	01	Aquaponics System	1	\$3,000.00	\$3,000.00	David Kratzman	Garden	CW
0020	Petaluma	02	01	Environmental Scanning Electron Micro	1	\$5,000.00	\$5,000.00	David Kratzman	PC 211	cw
0021	Petaluma	02	01	Benchtop XRD or XRF (Xray Diffraction)	1	\$5,000.00	\$5,000.00	David Kratzman	PC 211	cw
0022	Petaluma	02	01	Small Scale Solar System	1	\$25,000.00	\$25,000.00	David Kratzman	PC 211	cw
0023	Petaluma	02	01	VR Goggles	2	\$5,000.00	\$10,000.00	Michael Traina	PC 246	cw
0024	Petaluma	02	01	Cisco routers Model 4321	10	\$1,300.00	\$13,000.00	Michael McKeever	PC645	cw
0025	Petaluma	02	01	Raspberry PI and Ancillary add-ons	25	\$200.00	\$5,000.00	Michael McKeever	PC 645	cw
0026	Petaluma	02	01	Cisco 2500 Series Wireless Controller	1	\$600.00	\$600.00	Michael McKeever	PC 645	cw
0026	Petaluma	02	01	2 TB Hard Drivesw (4@140)	4	\$140.00	\$560.00	Michael McKeever	PC 645	cw
0027	Petaluma	02	01	Rolling White Boards	2	\$1,000.00	\$2,000.00	Catherine Williams	PC Call Building	CW

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Petaluma	02	01	Secure Storage Room Construction	1	\$15,000.00	\$15,000.00	Brian Antonson	PC 245	CW
0000	Petaluma	02	01	Optional door to hallway	1	\$6,000.00	\$6,000.00	Brian Antonson	PC 245	CW
0000	Petaluma	02	01	Optional connecting door between rooms 245-246	1	\$6,000.00	\$6,000.00	Brian Antonson	PC 245,246	CW
0000	Petaluma	02	01	Locking cabinets and drawers	1	\$8,000.00	\$8,000.00	Brian Antonson	PC 245	CW
0000	Petaluma	02	01	Sound proofing between rooms 245-246	1	\$12,000.00	\$12,000.00	Brian Antonson	PC 245,246	CW

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	01	02	Urgent	Electricity and networking cable for 5 stud	PC 644	\$15,000.00	
0001	Petaluma	01	06	Urgent	Chair rails multiple classrooms	PC 693,697,229,230,243	\$15,000.00	
0001	Petaluma	01	06	Urgent	Ceiling baffling adjunct faculty offices	Call building	\$15,000.00	
0001	Petaluma	01	06	Urgent	Repair to two DI water systems	PC 208 & 313	\$8,000.00	
0002	Petaluma	01	02	Urgent	Key to faculty stairs	Call Building	\$15,000.00	
0002	Petaluma	01	02	Urgent	Creation of Tutorial and Testing Center	Mahoney Library	\$50,000.00	to reduce impact on open lab
0003	Petaluma	01	02	Urgent	New paint and flooring PC 229 and 230	PC 229 and 330	\$15,000.00	

2.5b Analysis of Existing Facilities

A thorough analysis of SRJC Petaluma has been completed through the Bond Measure H Facility Master Plan process and can be accessed on that website. Thanks to Measure H funding and Strong Workforce Grants a remodeled classroom is being transformed into a Veterinary Technology lab. In addition, SRJC Petaluma will start construction in Spring 2019 on a science addition that will house classrooms for Chemistry and Anthropology in addition to an outdoor classroom, anthropology dig site, and other engagement spaces.

Although the Phase II and Phase III expansion/renovation tripled the square footage of the Petaluma Campus, there remains significant need in order to complete SRJC Petaluma as a comprehensive Liberal Arts and Sciences campus. Our current facilities can only support introductory Chemistry and Biology courses; by expanding our facilities SRJC Petaluma could help the district by offering more high demand STEM classes. SRJC Petaluma is requesting the following additional lab classrooms:

* Biology: a third lab is needed to offer either Physiology and introductory Anatomy (ANAT 40) classes or Biology majors class: Plant (BIO 2.2) and Animal biology (BIO 2.3).

* Agriculture: a new lab is needed with storage and access to water. The Veterinary Technology program offers classes on both the Santa Rosa and Petaluma Campuses (rotating day and night offerings); however, neither campus has provided the program with a classroom home. Consequentially, the lead faculty member has equipment stored in 5+ sites, with many items being unused due to lack of classroom space (for example dental tables for mock surgeries). Petaluma Campus would serve as a good home for the Vet Tech program because our Vet Tech classes consistently yield strong enrollment, we are proximal to the local large animal Vet Hospital, and the lead faculty is developing use of a nearby private ranch for instruction. A new Vet Tech lab could also be shared by Plant Science classes because the two disciplines currently share microscopes and other supplies.

* Art: a drawing painting lab is needed in a new location to allow Jacobs to be consolidated for Student Services. Although AB 705 might allow for consolidation of Assessment out of PC 128 and into Student Services spaces, allowing this space to become an assignable computer lab classroom.

*Mahoney Library and the Tutorial Center/Writing Center/Open Computer Lab: In 2017/2018 the Mahoney Library created a Learning Commons for students further centralizing Mahoney as a sticky study space for students. In Fall 2018, the Petaluma Tutorial Center and the Writing Center will be integrated in Doyle PC 247. Measure H is supporting a feasibility study of moving Media Services out of Mahoney and into Richard Call Building, colocating their services and storage with Instructional Technology departments. This would allow the Tutorial/Writing Center to move into space on the first floor of Mahoney as well as adding open lab services to this same location. Other potential moves would then yield 2-4 assignable classrooms.

*Student Garden: Our full-time faculty members are transforming SRJC Petaluma into an indoor/outdoor learning environment. We are seeking funds to (a) further build the Student Garden as a demonstration classroom for Geology, Agriculture Science, and cross-discipline

discussions of food systems. We would purchase a greenhouse, rainwater catchment system, build an aquaponics system, and install a small scale solar system (\$50,000).

*Childcare Center: SRJC Petaluma students have consistently expressed the need for an onsite childcare center. Providing childcare would increase access for students who couldn't otherwise attend in person and benefit the local economy with workforce development. We have developed community partnerships and are currently working to leverage internal resources. The funds would be used to prepare a site for a modular building and purchase furniture. The childcare site would partner with Child Development Department as a learning environment for students.

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

The Petaluma Campus supports student learning through facilitation of department-level courses and programs. Though not directly involved in creating, assessing, or using course- or program-level student learning outcomes for program improvement, the Petaluma Campus does offer a wide variety of programs and services that support the achievement of institutional learning outcomes (see 4.2a). Further, the Petaluma Campus Dean of Instruction participates with the Academic Affairs Council in the annual program review process and is actively involved in the review of those majors and certificates located exclusively on the Petaluma Campus.

4.1b Program Student Learning Outcomes Assessment

As noted in section 4.1a, the Petaluma Campus supports student learning through facilitation of department-level courses and programs. Though not directly involved in creating, assessing, or using course- or program-level student learning outcomes for program improvement, the Petaluma Campus does offer a wide variety of programs and services that support the achievement of institutional learning outcomes (see 4.2a). Further, the Petaluma Campus Dean of Instruction participates with the Academic Affairs Council in the annual program review process and is actively involved in the review of those majors and certificates located exclusively on the Petaluma Campus.

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)

INSTRUCTIONAL PROGRAMS

The Petaluma Campus in concert with other instructional areas (Clusters, Library, Counseling, etc.) ensures that institutional learning outcomes are addressed in curricular offerings, service delivery and staff training programs.

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

5.8 Curriculum Offered Within Reasonable Time Frame

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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

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6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	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 Develop/expand, market, offer, and evaluate outcomes for (a) 4-year degree completion partnerships, (b) majors and certificates that can be completed in whole at SRJC Petaluma, (c) Transfer Track, (d) integration of online offerings with F2F instruction, and (e) Guided Pathways model.	2018-2019	Ongoing: (a) the proposal for the Sonoma State University degree completion program made progress in SSU's Academic Senate; a second degree completion program with Brandmann University was established; (b) Majors and certificates that can be completed a Petaluma start to finish continue to expand each year - we now have 22 majors and 13 certificates; (c) Transfer Track offerings continue to be refined and optimized; (d) online instruction is rapidly growing and is impacting face-to-face enrollments at all sites - the Petaluma Dean of Instruction is regularly meeting with Department Chairs and Cluster Dean to consider our scheduled offerings District-wide; (e) ongoing - the District is in the "inquiry" phase with Guided Pathways, Petaluma Dean of Instruction is fully involved in the District conversations.
0001	Petaluma	01	01		1.2 Rebuild SRJC Petaluma Instruction website to promote degree/transfer programs, certificates, faculty, and study support services.	2018-2019	Ongoing: SRJC Petaluma will convert to Drupal 8 along with the District this year, Petaluma has assisted Departments with adding information to their websites to improve representation of Petaluma certificates.
0002	Petaluma	02	03	2.0 Explore and strengthen CTE presence at SRJC Petaluma	2.1 Pursue and implement categorical funding to support existing and new certificate offerings on campus.	2018-2019	Ongoing: SRJC Petaluma has secured an additional \$700,000 in 2019 Strong Workforce and CTEA/Perkins grants; SRJC Petaluma Administration actively advocated for the FEMA Disaster Relief grant to construct a \$10 million Construction and Trades Training Center on the Petaluma Campus.
0002	Petaluma	02	03		2.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunities for students.	2018-2019	Ongoing: Water/Wastewater program hired a new professional expert to increase the number of available internships for students. Vet Tech completed its classroom remodel. Digital Media Audio enrollments have increased, the recording studio remodel plan was finalized and approved. Fitness, Nutrition, and Health as well as the Yoga Teachers Training engaged in heavy promotional/relationship building activities. CISCO Networking and IT Support revitalized their advisory group in 2018/2019,

							the popular Cyber Security summer camps for high schools students continued.
0003	Petaluma	01	01	3.0 Expand STEM offerings at SRJC Petaluma	3.1 Collaborate with STEM department chairs and cluster dean to develop a meeting with Petaluma faculty and STEM faculty to discuss Education Master Plan.	2018-2019	Ongoing: a map of STEM classes is complete with potential classes/majors for Petaluma identified. The discussion between STEM Department Chairs and Petaluma Faculty at the Petaluma Faculty Forum is tabled until 2019-2020 when key faculty return from sabbatical and study abroad.
0003	Petaluma	01	01		3.2 Identify resources and facilities needed to expand STEM and health programs, support Measure H Petaluma project.	2018-2019	Ongoing: The Measure H Sciences addition for Chemistry and Anthropology is under construction, equipment needs and funding are monitored weekly. A case statement was developed for fundraising to expand STEM offerings.

6.2b PRPP Editor Feedback - Optional

6.2b PRPP Editor Feedback-Optional

New writer's guide was helpful. Any programming advances that would support the uploading of excel files would increase efficiency. It is cumbersome to have staff copy and paste data cell by cell.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	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 Develop/expand, market, offer, and evaluate outcomes for (a) 4-year degree completion partnerships, (b) majors and certificates that can be completed in whole at SRJC Petaluma, (c) Transfer Track, (d) integration of online offerings with F2F instruction, and (e) Guided Pathways model	2019-2024	Existing resources, Faculty reasigned Time for Department Chair Council/Area Coordinator Liason Role
0002	Petaluma	02	03	2.0 Explore and strenthen CTE prescence at SRJC Petaluma	2.1 Pursue and implement categorical funding to support existing and new certificate offerings on campus.	2019-2024	Existing resources and grant funding
0002	Petaluma	02	03		2.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunities for students.	2019-2021	Existing resources
0003	Petaluma	01	01	3.0 Expand STEM offerings at SRJC Petaluma	3.1 Collaborate with STEM department chairs and cluster dean to develop a meeting with Petaluma faculty and STEM faculty to discuss Education Master Plan.	2019-2021	Existing resources
0003	Petaluma	01	01		3.2 Identify resources and facilities needed to expand STEM and health programs, support Measure H Petaluma project.	2019-2024	Existing resources, categorical funds, and donations