

# Santa Rosa Junior College

## Program Resource Planning Process

### Senior Dean Curriculum - Ed Support 2019

#### 1.1a Mission

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

This area is also responsible for overseeing the evaluation process for Regular and Probationary faculty members, which is a key component in maintaining quality academic programs and for compliance with accreditation standards. Older Adults Program has been transferred from the Dean of ECE to the Sr. DCESS.

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

#### 1.1b Mission Alignment

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

#### 1.1c Description

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

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

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

#### 1.2 Program/Unit Context and Environmental Scan

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

The Scheduling Office schedules about 2,500 class sections and their related classrooms; prepares the 180 page schedule of classes for each full semester; and does the same for the 950 classes offered during the summer sessions. About 1,500 schedule related changes are also processed during a typical semester.

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

The Sr. Dean of Curriculum oversaw the faculty staffing process each year until 7/1/15, when it was transferred to the Sr. Dean CTE. This is the process by which the college prioritizes requests for new faculty positions submitted by department chairpersons and supervising administrators.

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

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

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

## 2.1a Budget Needs

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

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

Also, this office has administrative oversight responsibilities for the Seniors/Active Older Adults Program and many of the costs related to this program have not been specifically identified to the program and need to be. Additional line-item budget accounts will need to be

established for this. In the meantime, budget for this area is being covered by the Sr. Dean's office.

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

Major cost savings continue to be achieved as a result of the elimination of class schedules printed and elimination of the mailing to residential households in nearby zip codes. The schedule of classes is now widely made available on the college's website.

**Budget Inadequacies:**

The budget is inadequate as to staffing in the Curriculum Office and for the expenses related to the Older Adults Program.

As the responsibilities related to curriculum continue to increase in both volume and complexity it is necessary to convert one of the Curriculum Technician positions to Coordinator, Curriculum. This will parallel the structure in the Scheduling Office and allow this new position to become the lead classified staff member in the area of curriculum.

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

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0003	Santa Rosa	08	07	\$6,000.00	Needed for OAP printing of instructor materials for students

## 2.2a Current Classified Positions

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

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

## 2.2b Current Management/Confidential Positions

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

## 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

Current staff is inadequate to cover current responsibilities for the Curriculum and Scheduling Offices; and for the Older Adults Program.

A Coordinator, Curriculum position is needed to oversee the day-to-day matters related to curriculum that keep increasing in number and complexity. This position would be created by replacing one of the two current Curriculum Technician positions and converting it to the Coordinator, Curriculum position. This would parallel the organizational structure we have in the Scheduling Office where we have a Coordinator, Scheduling and one Scheduling Technician.

A full-time coordinator or manager is needed for the Older Adults Program.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	03	05	Replaces two part time adjunct coordinators	Older Adults Program, Coordinator	Classified
0001	Santa Rosa	02	01	Curriculum Technician	Coordinator, Curriculum	Classified
0001	Santa Rosa	02	01	Curriculum Technician	Coordinator, Curriculum	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
N/A - None in this department.	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

N/A

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

N/A

2.3e Faculty Staffing Requests

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

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

N/A

## 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	None	0	\$0.00	\$0.00			
0001	ALL	02	01	Electronic Curriculum / Catalog Software.	1	\$40,000.00	\$40,000.00	Josh Adams	All	Josh Adams

## 2.4d Non-Instructional Equipment and Technology Requests

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

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

Current facilities are adequate for current operations.

## 3.1 Develop Financial Resources

Not Applicable

## 3.2 Serve our Diverse Communities

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

## 3.3 Cultivate a Healthy Organization

Continuous training on new curriculum and scheduling software to be used is an on-going priority.

### 3.4 Safety and Emergency Preparedness

The Senior Dean of CESS serves on the emergency response team/EOC in the Planning/Intelligence Unit as the Director of Planning/Intelligence Unit.

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

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

The office conducts an annual review of emergency preparedness with Curriculum Office and Older Adults Program staff during the fall semester.

### 3.5 Establish a Culture of Sustainability

The office reduces a fair amount of paper and printing as much as possible and by using the district's recycling bins.

The Curriculum Office has discontinued the practice of printing and mailing out approximately 175,000 copies of each Schedule of Classes and instead now provides the schedule in electronic pdf versions and electronically on the college's web site. We have further eliminated printing of 7,500 copies of the schedule of classes.

### 4.1a Course Student Learning Outcomes Assessment

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

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

### 4.1b Program Student Learning Outcomes Assessment

See 4.1a.

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Curriculum Office	N/A	N/A	N/A

#### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Preparation of class schedules		X			X			X	X	X	X					X
Review and updating of course outlines		X			X			X	X	X	X					X

#### 4.2b Narrative (Optional)

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

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

### 5.0 Performance Measures

Number of classes scheduled and classrooms assigned - 2500 per semester; 950 in summer.

Number of Schedule Change Forms processed - 1500 to 1800 per year..

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

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

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

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

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

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

Number of Evaluations Processed for Tenure Review Faculty - 100 to 110 per year.

Number of Evaluations Processed for Full-Time, Regular Faculty - 80 to 120 per year.

Number of Committees Served On: 10+/- during 2017-18.

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

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

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

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

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

The measures in Section 5.0 would indicate the volume of work being handled through our office and they reflect upon the timeliness in which class schedules are prepared.

See Section 5.0

### 5.2a Enrollment Efficiency

N/A

### 5.2b Average Class Size

N/A

### 5.3 Instructional Productivity

N/A

### 5.4 Curriculum Currency

N/A

## 5.5 Successful Program Completion

N/A

## 5.6 Student Success

N/A

## 5.7 Student Access

N/A

## 5.8 Curriculum Offered Within Reasonable Time Frame

N/A

## 5.9a Curriculum Responsiveness

N/A

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

N/A

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

N/A

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

N/A

## 5.11b Academic Standards

N/A

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

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	01	Maintain a consistent level of excellent curriculum and scheduling related support service to the college community.	<ol style="list-style-type: none"> <li>1. Process requests for new majors and certificates; and revisions of existing majors and certificates.</li> <li>2. Process requests for new courses and revisions to existing courses.</li> <li>3. Process scheduling proofs and schedule changes accurately and on a timely basis.</li> </ol>	2017-18	1. Continue training of Curriculum Technicians
0002	ALL	07	06	Continue Analyzing the Older Adults program for consistent procedures, practices and staffing levels.	<ol style="list-style-type: none"> <li>1. Review administrative structure of this program.</li> <li>2. Assist the part-time faculty program coordinators to do an effective job.</li> </ol>	2017-18	<ol style="list-style-type: none"> <li>1. Advocate for the hiring of a second part-time Older Adults Program coordinator ( 8 hours per week).</li> <li>2. Continue training and education of the program coordinators for the Older Adults Program.</li> <li>3. Advocate for the hiring of a full-time program director for the Older Adults Program.</li> </ol>
0003	Santa Rosa	03	05	Continue Analyzing the Older Adults program for ways to increase the pool of qualified instructors; and to increase the number of class offerings.	<ol style="list-style-type: none"> <li>1. Solicit and increase the number of instructor applications and size of the adjunct faculty pool.</li> <li>2. Assist the program coordinator to identify an increased number of class locations.</li> </ol>	2017-18	<ol style="list-style-type: none"> <li>1. Second part-time program coordinator</li> <li>2. additional time out of the workday for the Dean of Curriculum.</li> <li>3. A full-time director for the program.</li> </ol>
0004	ALL	03	05	Initiate the offering of Older Adults Program classes to the Spanish speaking part of our community.	Increase the number of Older Adults Program classes.	2017-18	Additional bi-lingual instructors, new sites for classes, and more program coordinator time.

## 6.2b PRPP Editor Feedback - Optional

### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	01	Maintain a consistent level of excellent curriculum and scheduling related support service to the college community.	<ol style="list-style-type: none"> <li>1. Process requests for new majors and certificates; and revisions of existing majors and certificates.</li> <li>2. Process requests for new courses and revisions to existing courses.</li> <li>3. Process scheduling proofs and schedule changes accurately and on a timely basis.</li> </ol>	2017-18	1. Continue training of Curriculum Technicians.
0002	ALL	07	06	Continue Analyzing the Older Adults program for consistent procedures, practices and staffing levels.	<ol style="list-style-type: none"> <li>1. Review administrative structure of this program.</li> <li>2. Assist the part-time faculty program coordinators to do an effective job.</li> </ol>	2017-18	<ol style="list-style-type: none"> <li>1. Advocate for the hiring of a second part-time Older Adults Program coordinator ( 8 hours per week).</li> <li>2. Continue training and education of the program coordinators for the Older Adults Program.</li> <li>3. Advocate for the hiring of a full-time program director for the Older Adults Program.</li> </ol>
0003	Santa Rosa	03	05	Continue Analyzing the Older Adults program for ways to increase the pool of qualified instructors; and to increase the number of class offerings.	<ol style="list-style-type: none"> <li>1. Solicit and increase the number of instructor applications and size of the adjunct faculty pool.</li> <li>2. Assist the program coordinator to identify an increased number of class locations.</li> </ol>	2017-18	<ol style="list-style-type: none"> <li>1. Second part-time program coordinator</li> <li>2. additional time out of the workday for the Dean of Curriculum.</li> <li>3. A full-time director for the program.</li> </ol>
0004	ALL	03	05	Initiate the offering of Older Adults Program classes to the Spanish speaking part of our community.	Increase the number of Older Adults Program classes.	2017-18	Additional bi-lingual instructors, new sites for classes, and more program coordinator time.