

Santa Rosa Junior College



Petaluma Campus 2002-2003 Operational Goals

Operational Goal	Completion Date
<p>1.0 SRJC Accreditation Self-study Response. Respond to the Accreditation Self-study planning recommendations pertaining to the Petaluma Campus.</p> <p><i>Institutional Goals: #3 Program Development and Delivery; #10 Institutional Effectiveness</i></p>	<p>June, 2003</p>
Objective	
<p>1.1 The Executive Dean, Petaluma Campus will coordinate a systematic component assessment of the self-study planning statements and the visiting team's formal evaluation.</p>	
Activity	Timeline

1.1.1	Participate in the Accreditation Steering Committee's final draft of the entire self-study, Standard One through Ten.	July, 2002
1.1.2	Coordinate a comprehensive review of the entire self-study.	August, 2002 September, 2002
1.1.3	Identify overall planning statements that have direct relevance to the Petaluma Campus.	June, 2003
1.1.4	Designate responsibility and prepare an action plan that responds to the intent of each planning statement pertaining to the Petaluma Campus.	October 2002
1.1.5	Assist in the Accreditation Team visit to SRJC and participate in their exit summation.	February 2003 April 2003
1.1.6	Review the Accreditation Commission's formal report.	
1.1.7	Designate responsibility and prepare an action plan that responds to any specific recommendations included in the Accreditation Commission's formal report.	

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Responsible Administrator: Doug Garrison

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Operational Goal		Completion Date
2.0	<p>The Petaluma Campus/SRJC Technology Academy will continue to enhance access to education and training opportunities in south Sonoma County through incremental, efficient growth with special emphasis on critical education initiatives.</p> <p><i>Institutional Goals:#1 Instructional Quality; #2 Student Success; #3 Program Development and Delivery; #5 Student Retention and Persistence; #6 Lifelong Learning; #7 Outreach and Recruitment; #10 Institutional Effectiveness; #11 Fiscal Responsibility.</i></p>	June, 2003
Objective		
2.1	The Petaluma Campus administrative staff shall implement and evaluate an education plan designed to meet the diverse learning needs of its students and community with the intent of enhancing efficiency.	
Activity		Timeline

2.1.1	Review current offerings and determine target campus efficiency levels for 2002/2003	August, 2002
2.1.2	Critical educational initiatives identified in the SRJC Integrated Master Plan and develop appropriate responses.	August, 2002
2.1.3	Determine resource requirements of the Petaluma Campus education plan including facilities, faculty, support staff and institutional materials necessary for its implementation.	September, 2002
2.1.4	Evaluate annual enrollment production with reference to the projected FTES and efficiency targets.	June, 2003

Objective

2.2 The Petaluma Campus administrative staff shall implement and evaluate a student services plan to meet the designated service needs of its students.

Activity

Timeline

2.2.1	Review the current service levels and determine target service levels for 2002/2003.	August, 2002
2.2.2	Review the Petaluma Campus student services plan with reference to the critical student services initiatives identified in the SRJC Integrated Master Plan.	August, 2002
2.2.3	Determine resource requirements of the Petaluma Campus student services plan including facilities, faculty, support staff, and materials necessary for its implementation.	September, 2002
2.2.4	Evaluate annual service delivery levels with reference to projected service and efficiency levels.	June, 2003

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Operational Goal

Completion Date

3.0 The Petaluma Campus/SRJC Technology Academy will continue to develop, implement, evaluate, and revise, as needed, alternative delivery formats to enhance overall access, service levels, and efficiency.

June, 2003

Institutional Goals: #3 Program Development and Delivery; #5 Student Retention and Persistence; #7 Outreach and Recruitment; #11 Fiscal Responsibility.

Objective

3.1 The Petaluma Campus administrative staff shall review the Petaluma education plan to identify desirable alternative delivery instructional programs including intensive and weekend schedules, on-line and video-based instruction, and self-paced formats.	
Activity	Timeline
3.1.1 Review current alternative delivery instructional initiatives and resources to determine target alternative delivery levels.	September, 2002
3.1.2 Develop an implementation plan for instructional/administrative uses of the INET connection to the Santa Rosa Campus.	October, 2002
3.1.3 Pilot initial instructional/administrative uses of the INET.	Spring 2003
Objective	
3.2 The Petaluma Campus administrative staff shall review the Petaluma student services plan with the Student Services managers to identify and implement effective alternative delivery formats	
Activity	Timeline
3.2.1 Review current alternative student services initiatives and resources to determine target alternative delivery levels.	September, 2002
3.2.2 Develop an implementation plan for student services use of the INET connection to the Santa Rosa College.	October, 2002
3.2.3 Pilot initial student services uses of the INET.	Spring, 2003
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Operational Goal	Completion Date
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<p>4.0 The Petaluma Campus/SRJC Technology Academy will review and revise the Petaluma Campus education/student services plans and organizational structure in context of the SRJC Integrated Master Plan.</p> <p><i>Institutional Goals: #1 Instructional Quality; #2 Student Success; #5 Student Retention and Persistence; #7 Outreach and Recruitment;</i></p>	<p>June, 2003</p>
<p>Objective</p>	
<p>4.1 The Petaluma Campus administrative staff shall work with the Academic Affairs Council to identify priority initiatives of the SRJC Integrated Master Plan for implementation at the Petaluma Campus.</p>	
<p>Activity</p>	<p>Timeline</p>
<p>4.1.1 Review Integrated Master Plan and Petaluma Campus resources needed for implementation.</p>	<p>September, 2002</p>
<p>4.1.2 Revise the Petaluma Campus educational plan based on the Integrated Master Plan and available resources.</p>	<p>December, 2002</p>
<p>Objective</p>	
<p>4.2 The Petaluma Campus administrative staff shall work with the Student Service Council to identify priority initiatives of the SRJC Integrated Master Plan for implementation at the Petaluma Campus.</p>	
<p>Activity</p>	<p>Timeline</p>

4.2.1 Review Integrated Master Plan and Petaluma Campus resources needed for implementation.	September, 2002
4.2.2 Revise the Petaluma Campus student services plan based on the Integrated Master Plan and available resources.	December, 2002

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Operational Goal	Completion Date
<p data-bbox="235 1062 1235 1192">5.0 The Petaluma Campus/SRJC Technology Academy will implement a facility use plan to maximize efficiency of the current facilities and provide a transition plan leading to the construction of the Petaluma Campus build out.</p> <p data-bbox="331 1226 1182 1255"><i>Institutional Goals: #10 Institutional Effectiveness; #11 Community Relations</i></p>	June, 2003

Objective

5.1 The Petaluma Campus administrative staff shall revise facility use practices on and off campus based on the findings of the Spring 2002 facility use study.

Activity	Timeline
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5.1.1 Revise use patterns for all Petaluma Campus and SRJC Technology Academy classrooms and labs to maximize efficiency.	Fall, 2003; Spring 2003
5.1.2 Revise use patterns for all off campus classrooms and labs to maximize efficiency.	Fall, 2003; Spring 2003

Objective

5.2 The Petaluma Campus administrative staff shall review the approved Final Project Proposal plan for Phase II and confirm or revise the associated education plan.
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Activity	Timeline
5.2.1 Conduct a comprehensive review of the Plan II education plan in context of current and projected needs.	Fall, 2002
5.2.2 Review the current Petaluma Campus curriculum and FTEF and develop a transition plan leading to the anticipated education plan for the Petaluma Campus build out.	Spring, 2003
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Operational Goal	Completion Date
<p>6.0 The Petaluma Campus/SRJC Technology Academy will develop and implement a plan to enhance the sense of community and active student life at the Petaluma Campus.</p> <p><i>Institutional Goals: #5 Student Retention and Persistence; #7 Outreach and Recruitment; #8 Staff Development; #9 College Governance; #12 Community Relations</i></p>	June, 2003
Objective	
6.1 The Petaluma Campus administrative staff shall coordinate a faculty-led task force to enhance a sense of community at the Petaluma Campus.	
Activity	Timeline
6.1.1 Form a faculty-led task force and review initial findings based on the "Proposal for Change" (April 2002).	July, 2002
6.1.2 Develop an implementation plan to address the recommendations of the faculty task force.	September, 2002
Objective	
6.2 The Petaluma Campus administrative staff shall coordinate with the Student Affairs Office on examination of ways to promote active student life at the Petaluma Campus.	
Activity	Timeline
6.2.1 Cooperate with the Student Affairs Director to identify target levels for student activities at the Petaluma Campus.	September, 2002
6.2.2 Develop an implementation plan to promote the appropriate level of student activities.	October, 2002

Operational Goal		Completion Date
<p>7.0 The Petaluma Campus/SRJC Technology Academy will continue to examine and develop external funding sources to enhance the overall delivery of instruction and services.</p> <p><i>Institutional Goals: #1 Instructional Quality; #2 Student Success; #3 Program Development and Delivery; #9 College Governance; #11 Fiscal Responsibility; #12 Community Relations.</i></p>	June, 2003	
Objective		
7.1 The Petaluma Campus administrative staff shall coordinate the examination, development, and implementation of appropriate grant applications to support instructional and student services program development.		
Activity	Timeline	
7.1.1 Examine grant announcements with relevance to the Petaluma education and student services plans.	On-going	
7.1.2 Develop targeted grant proposals as appropriate.	On-going	
7.1.3 Implement and evaluate results of the National Science Foundation Life Sciences and Physical Sciences Laboratory Improvement Grant.	June, 2002 - July, 2003	
Objective		
7.2 The Petaluma Campus administrative staff shall continue working with the Friends of the Petaluma Campus to enhance community awareness and resource development.		
Activity		
7.2.1 Working with the Foundation Development Officer and the Friends Executive Committee, develop a plan to promote development of the Petaluma Campus endowment.	October , 2002	
7.2.2 Compile an end-of-year Friends of the Petaluma Campus report for dissemination to the SRJC Foundation Board and other appropriate groups.	June, 2003	
Objective		
7.3 Petaluma Campus administrative staff shall continue working with corporate partners and other external funding sources to develop resources to support the SRJC Technology Academy.		
Activity		

7.3.1	Develop a strategic funding plan for the SRJC Technology Academy.	November, 2002
7.3.2	Recruit at least four (4) new contributing corporate partners.	Fall, 2002 – Spring 2003
7.3.3	Compile an end-of-year report on the SRJC Technology Academy funding plan.	June, 2002
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Operational Goal	Completion Date
<p>8.0 The Petaluma Campus/SRJC Technology Academy will review the mission of the SRJC Technology Academy and develop a plan to enhance the Technology Academy environment and efficiency of operation.</p> <p><i>Institutional Goals: #1 Instructional Quality, #2 Student Success, #3 Program Development, #6 Lifelong Learning; #10 Institutional Effectiveness; #11 Fiscal Responsibility; #12 Community Relations</i></p>	June, 2003

Objective

8.1	The Petaluma Campus administrative staff shall review the current and projected SRJC Technology Academy curriculum.
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Activity	Timeline
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8.1.1	Conduct an evaluation of current enrollment trends.	August, 2002 September, 2002
8.1.2	Survey industry representation to determine necessary workforce training skills and preferred training schedules.	On-going
8.1.3	Collaborate with appropriate SRJC academic departments to revise curriculum and schedules as necessary.	

Objective

8.2	The Petaluma Campus administration shall review the SRJC Technology Academy environment.
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Activity	Timeline
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<p>8.2.1 Conduct a student evaluation of the SRJC Technology Academy environment and service needs.</p> <p>8.2.2 Collaborate with appropriate SRJC personnel to address environmental and service needs.</p>	<p>September, 2002</p> <p>On-going</p>
<p>Administrative Area: Petaluma Campus Responsible Administrator: Doug Garrison</p> <p style="text-align: right;">Date: 5/7/02 Page 8 of 8</p>	