

College of San Mateo

_____Creative Arts & Social Science_____

Division Program Review

Year: ____2015____

Submitted by: Kevin D. Henson

PROGRAM/PROJECT/INITIATIVE	ACCOMPLISHMENTS	GOALS	NOTES/INST PRIORITIES
ANTH	Offering Physical Anthropology course again	Complete TMC Application	In process
GEOG		Complete TMC Application	In process
DGME	TMC submitted to COI	Complete TMC Application	“Film, TV, and Electronic Media.” Submitted to State
DGME		Complete TMC Application	“Graphic Design” (Pending at State/CSU level)
ECON	TMC submitted to COI	Complete TMC Application	Completed
ETHN	Curriculum updates/improvements: UMOJA offerings; American Pacific Islanders course	Build UMOJA success and API success; Support MANA offerings; Complete TMC Application (when available)	Pending at State/CSU level

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MUS		Complete TMC Application	Through COI; In process
PHIL		Complete TMC Application	New course outlines needed; to be completed Fall 2015
PLSC		Complete TMC Application	In process; Coming to COI SP15
PSYC		Integrate new faculty hire into program; strengthen TMC offerings	In process
SOCI		Update elective courses	In process
AOD		Integrate new faculty hire into program	In process
Concurrent Enrollment Program	Resolving issues with Art and Music offerings at HHS; Ending PSYC and SOCI offerings at HMB	Complete permanent course outlines for ART and MUS and HHS	In process
ClassClimate (Scantron) Faculty Evaluation Project	Trained staff and successfully launched use of ClassClimate for faculty evaluation; Assisted District in adopting ClassClimate as evaluation system for all campuses	Hand off to appropriate personnel/office for maintenance and operations; in process	In process

Resources Requested (Non-Duplicates with Individual Program Reviews)

Classified Staff

Division Office. Increase 48% OA2 to 100%.

We were lucky to have Gisel Martin at 48% for the past few years. Gisel transitioned to full-time work at SFSU last Spring. Gisel managed several new and important processes for the Division, including managing the faculty evaluations programming and paperwork, managing the piano practice room and DGME studio COBRA locks programming and maintenance, managing the student calendars for DGME studio time, managing our substitution/leave calendar for faculty (absence affidavits, timesheets), managing syllabi collection and proofing, and departmental website updating. (We were also lucky to have Lani Sevilla, assigned temporarily on managed hire, to assist with receptionist and other Division Office duties. Lani transferred to the foundation right after Spring recess in March).

Given the complexity of our division and the increasing demands placed on the Division Assistant, we request a change in the 48% OA2 to full-time. This would allow us to hire and retain qualified staff. A full-time OA2 would be able to take over the duties formerly assigned to Gisel and Lani and provide reception relief to the Division Assistant (Viji) who has difficulty completing her “executive assistant” level work (e.g., budgeting and scheduling) due to the constant public interruptions built into our current facility (working in a public outer office/fishbowl). The ideal would be what Math/Science has already in place—a Division Assistant (Gina) buffered by a full-time OA2 (Isabel). We intend to advertise and interview for a replacement OAII during the summer months—ideally with a start date of August 1st.

ART 48% Lab Tech for Ceramics and 48% Lab Tech for Photo

Hired/Completed SP15: Ceramics/Sculpture Yard Instructional Aide (Separate Request). Clay mixing, kiln loading/operation, etc. Use of student assistants/volunteers in this area has proved a problematic solution.

Hired/Completed SP15: Art Photo. Dark room assistant/chemical mixing/store room management. Currently, student assistant hours (limited) and faculty time. Supplies ordering, repair contracting, and management of hazardous waste removal handled at Division Office level. Digital Photo/Art Lab—Built-out in renovation (5+ years ago). No additional staff assigned. Currently, faculty and Division staff absorb all related duties. **Not listed in Photo program review, but student assistant is likely completing tasks more suited to a staff technician.**

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2D Art Program. 48% Person Requested. 2D ART has long operated without on-site staff support. However, the addition of an instructional aide to assist in studio set-up/maintenance/clean up would free instructors to spend more time with students. In addition, the instructional aide would assist with coordinating the proper disposal of hazardous waste and management in the art studios. Faculty/Division Staff currently absorb these additional tasks.

MUSIC. 48% Person Who Could Serve Multiple Music Functions (Instructional Aide)—See MUS Program Review

MUSIC. 48% Person Who Could Serve Electronic Music Program (Instructional Aide)—See MUS Program Review

Digital Media (DGME) Increase 48% IA to 100% (Instructional Aide)—See DGME Program Review

Current Staffing: 48% Instructional Aide, Student Assistants. We lost our support from the Managed Hire KCSM Engineers this academic year. A full-time software-savvy instructional aide is required for the DGME lab. Hit or miss staffing hours have made it difficult for the facility to be properly utilized. We are clearly not supporting student success when the door to an open lab is locked.

The DGME program is an equipment-heavy/administration-heavy program. We are requesting a DGME director to manage the operational details of the department. The equipment “cage” is a major new lending library operation requiring extensive management.

Administration and programming of COBRA locks on Studio Doors (for student access) has become a cumbersome data entry project absorbed by the Division Office staff.

Student Assistants

Student Assistant for Division Office (morning hours--@10-15 hours per week). Assist with posting cancellations across campus and other routine clerical tasks.

Student Assistant (Hours Increase) for:

- Music (10 hrs/week increase)
- Electronic Music (10 hrs/week)
- Art (10 hrs/week)
- Note: DGME student assistants currently funded by Perkins Funds, but could need to backfill if Perkins funds are further reduced

Faculty Needs

The Creative Arts & Social Science Division has a critical shortage of full-time faculty. It looks pretty dire with 5 retirements (Michael Svanevik, Mark Still, Jim Robertson, Patti Appel, Ed Seubert) and 1 transfer (Sam Sanchez) over the past 2 years. Even with 3 ongoing replacement hires

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this year, we are only replacing half of those lost. Furthermore, 4 of these faculty members will be still be in tenure review for the next 2 years (Rebecca will be in her 3rd year in the Fall). This effectively leaves the Division with 15 tenured faculty—very, very small for a Division with this many programs and carrying this high a load for the college. Furthermore, I anticipate that tenured faculty members Dave Danielson and Janet Black may be on the cusp of retirement in the coming year or two. (The Creative Arts & Social Science Division was already hurting, but the mandated positions coming out of the general pool (e.g., directors, coaches, etc.) and off-process hiring (e.g., second English hire, foreign language hire, coaches) have added to the woes.)

If we are to continue to function, we may need to discuss whether a temporary full-time faculty member would be appropriate (I could see hiring Nico Van Dongen with a mix of photography and graphic design courses for the coming academic year; I could also see hiring John Stover temporarily next academic year 16-17 in Sociology).

Faculty Requests:

- 1 Full-Time Anthropology Instructor
- 1 Full-Time Art Instructor (Photo or 2D)
- 1 Full-Time Geography Instructor
- 1 Full-Time History Instructor (addition to this year's hire)
- 1 Full-Time Music Instructor
- 1 Full-Time Psychology Instructor (addition to this year's hire)
- 1 Full-Time Sociology Instructor

Tenured Faculty as of FA15

1. Ball, Jeremy
2. Black, Janet
3. Bobrowski, Chris
4. Clifford, James
5. Danielson, Dave
6. Lohmann, Richard
7. Mathur, Minu
8. Galisatus, Mike
9. Nakata, Rory
10. Miller, Lee

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11. Bennett, Diana
12. Brown, Michelle
13. Gaines, Frederick
14. Jackson, Jane
15. Lehigh, Steven
16. Alex, Rebecca (In Tenure Review)
17. New Psychology Hire
18. New History Hire
19. New Graphic Design Hire

Facilities

Conversion of 3-178 (lower level theater building) into a keyboard classroom. This would free up 2-240 (current classroom being used as a keyboard room)—See Music Program Review (On Hold for Bond Measure Building 3 Renovation Project)

Dark Room Upgrades/Removal of Color Processing and Patching of Wall. Plan to remove and surplus the color processor (installed through wall of dark room) and patch the hole(s) in the wall to be light tight. This was scheduled for last Summer, but delayed due to faculty illness.

Ceramics yard stone sculpture dust catchment and ventilation project—Safety concerns. In discussion.

Physical Anthropology Laboratory Space and Store Room. This might be a shared space with Biology (allowing for shared use of the biology store room and technician support). Perhaps this support could best be attained by transferring Anthropology to Math/Science Division.

Lighting Upgrades in Drawing Studios—See ART 2D Program Review.

Choral Room Upgrades—See Music Program Review. Completed in SP15.

Painting Studio Upgrades/Air Conditioning—See ART 2D Program Review. Completed in SP15.

Ceramics yard upgrades for Roku Kiln and Paint Booth. Completed SU15.

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Equipment and Technology

Lottery Funds Requested to Support New Faculty in the Division program review for teaching materials to help them get their classes up to speed (In reality, most of these monies will go to the library for building out the films collection.)

- History (\$1000)
- Graphic Design (\$1000)
- Psychology (\$1000)

Lottery Funds Requested to Support Music Program

- Music. \$4000 requested for sheet music (AY 15-16)

Please attach additional pages as needed