

College of San Mateo

_____Creative Arts & Social Science_____

Division Program Review

Year: ____2014____

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 COI
DGME		Complete TMC Application	“Graphic Design” (Pending at State/CSU level)
ECON	TMC submitted to COI	Complete TMC Application	Submitted to COI
ETHN	Curriculum updates/improvements: UMOJA offerings; American Pacific Islanders course	Build UMOJA success and API success; Complete TMC Application (when available)	Pending at State/CSU level

CSM Institutional Priorities 2008-2013: Priority 1: Student Success; Priority 2: Academic Excellence; Priority 3: Relevant, High-Quality Programs and Services; Priority 4: Integrated Planning, Fiscal Stability, and the Efficient Use of Resources; Priority 5: Institutional Dialog

MUS		Complete TMC Application	In process
PHIL		Complete TMC Application	New course outlines need to be completed in FA14
PLSC		Complete TMC Application	In process
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; Initiating PSYC and SOCI offerings at HMB	Complete permanent course outlines for ART and MUS and HHS; Integrate new faculty into the HMB system for success	In process
ClassClimate (Scantron) Faculty Evaluation Project	Trained staff and successfully launched use of ClassClimate for faculty evaluation	Hand off to appropriate personnel/office for maintenance and operations	In process

Resources Requested (Non-Duplicates with Individual Program Reviews)

Classified Staff

Division Office. Increase 48% OA2 to 100%.

We have been lucky to have Gisel Martin at 48% for the past few years. She is in the process, after completing her MA, of securing full-time work. Gisel has 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 have also been lucky to have Lani Sevilla, assigned temporarily on managed hire, to assist with receptionist and other Division Office duties).

Given the complexity of our division and the increasing demands placed on the Division Assistants, 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 assigned to Gisel 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). In addition, please note the additional staff requested below, which if granted, would move some of the work out of the Division Office and into the appropriate program offices (DGME, ART, MUS).

ART One Full-Time Person Who Could Serve Multiple Art Areas Ideal (Technician Type) or Two Half-Time (One for Ceramics and One for Photo and 2D)

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.

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.**

2D Art program 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. One Full-Time Person Who Could Serve Multiple Music Functions (Instructional Aide)—See MUS Program Review

MUSIC. One Half-Time 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, Managed Hire Time from KCSM Engineers. 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--@15-20 hours per week). Assist with posting cancellations and other routine clerical tasks.

Student Assistant (Hours Increase) for Music and Art Programs Needed (DGME student assistants currently funded by Perkins Funds, but could need to backfill if Perkins funds are further reduced)

Faculty Needs

DGME/Graphic Design Faculty Request (One Position). Both of our full-time graphic design faculty have indicated they will retire at the end of academic year 2014-15. However, the DGME Program Review says that the faculty are still deciding on whether or not to request new faculty. For the continuity of the program, I believe it is important to consider hiring a full-time graphic design faculty member.

Facilities

Choral Room Upgrades—See Music Program Review

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

Painting Studio Upgrades/Air Conditioning—See ART 2D Program Review

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 has been in discussion, but is not listed in this year's PHOTO program review.

Equipment and Technology

Please attach additional pages as needed