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| **Instructional Support and Other Units: Boehm Gallery** | **Date: 12/5/2015** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** |  |

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

**Purpose of Program Review and Planning:**

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **List everyone who participated in completing this Program Review and Planning Document.**  Ingram Ober- Gallery Director |

**STEP I. Evaluation of Program & SAO Data.** In this section, examine and analyze your SAO results and how they may impact or influence your unit’s plans for the current year.

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| 1. **Summarize your SAO outcome results from last year and your implemented or planned follow-up.** 2. **Summarize your planned SAO assessment activities for the current academic year.**   We have yet to establish an SAO assessment plan for the Boehm Gallery. The Art department began meetings in spring ’15 to establish a new management strategy for the Boehm Gallery. The gallery director position will be filled by department vote every two years, and discussions have begun to formalize requests for show offerings during that period. With these changes in mind the goals for this year will be to establish a committee to work with current gallery director Ingram Ober and incoming gallery Director Sasha Jonestein to write an assessment plan that integrates with departmental goals and planning. My staff and I intend to administer a questionnaire to all department, and possibly campus faculty to determine usage rates by classes. We will also attempt to keep a record of attendance for events and a tally of gallery visitors perhaps making our gallery guest book a way to begin to assess reaction to shows and attendance rates and patterns. |

**STEP II. Progress on Previous Year’s Goals and Plans** (see “Step II.G – Goals” in your [completed 2014-15 PRP](http://www.palomar.edu/irp/PRPCollection.htm).

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| **Discuss/Summarize progress on last year’s goals. Include**   1. **The impact on resources allocated and utilized;**   **Year 2 Update Goal 5)** We received funding for updated storage equipment and work surfaces. Due to backorder situations and a “glitch” in the purchasing process we did not receive this equipment until our Fall semester’s exhibition schedule was underway. We were able to take the opportunity to completely sort and reorganize our material storage, and were able to install and utilize half of the equipment originally ordered. We will be making every effort to install the remaining cabinets during our next break in exhibitions. This should radically change the way we access exhibition tools and materials. Next we must continue to address substandard storage for our fiscally, historically and culturally valuable permanent collection of artworks. Including a renovation of the building itself, a retrofit of the current water based fire suppression system to one that will not damage the artwork while protecting the structure, and secure archival storage rack systems and containers.   1. **Any new developments or concerns that are affecting the program;**   The gallery director position will be filled by department vote every two years, and discussions have begun to formalize requests for show offerings during that period. Sasha Jonestein will be taking over the position of Gallery Director during the summer of 2016.  **Year 2 Update Goal 6)** During the Fall ’15 semester we hosted another Foundation Gala event for which we featured a curated show from the Boehm Gallery’s first 20 years. This show exhibited works from the permanent collection and posters, documentation, announcements and ephemera from the archives. This event illustrated for incoming administrators, select governing board members, and the San Marcos Chamber of Commerce the depth and breadth of the Boehm Gallery’s Permanent Collection as a historical document and cultural resource. We feel that events of this nature are important community outreach for the school and look to continue this successful, event hosting relationship with the Palomar College Foundation.   1. **Any new goals for the program; and**   1) We are taking steps to formulate a long-term plan to secure a future for our assets, the permanent collection in particular, including a full renovation of the storage facility and a professional assessment to update insurance values. Beginning with research done in conjunction with our “First 20 Years” show we would like to work with local art historians to catalogue the history of the Bohem Gallery and with that the Palomar College Art department, it’s shows, impact on San Diego higher education in the arts, and the establishment of contemporary practices with in the greater Southern California region. This will also lead to creating a searchable data-base of images and information from the permanent collection and gallery archives, making those a more accessible instructional resource.  2) We would like to feature more interactive resources for Gallery attendants. The gallery does a great job of exhibiting important, interesting, and often challenging contemporary artists and art practices, however I feel that we could do a better job of presenting supporting information, such as artist’s websites, statements, publications and instructional information that can create a framework or context for which to understand the artwork and exhibition as a whole. It is with the inclusion of interactive technologies that we can better support faculty, students and patrons as an instructional resource beyond the mere presentation of work.   1. **Other information you would like to share.**   Ingram Ober, current gallery director, is working to acquire a sizable donation of Russell Baldwin works of art from his estate, that would once again make Palomar College the largest holder of Russell Baldwin works. This legacy of the gallerie’s founder and founding Art faculty member is one that we are committed to celebrate and maintain. During research for the First 20 years show Ingram Ober also uncovered, catalogued , and exhibited three previously undiscovered Russell Baldwin prints. |

**STEP III. Resources Requested for FY 2015-16: I**dentify additional resources you will need to achieve goals, plans and strategies for Step II. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. Click here for examples of [*Budget Category*](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)*.*

Prioritize within each category and then prioritize across categories in Step IV.

**\***Refer to Strategic Plan 2016 Objectives at http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf

**Budget category a. Equipment (acct 600010 and per unit cost is >$500). Enter requests on lines below. Click here for examples of equipment:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **a1.** |  | **600010** |  |  |  |  |
| **a2.** |  | **600010** |  |  |  |  |
| **a3.** |  | **600010** |  |  |  |  |
| **a4.** |  | **600010** |  |  |  |  |
| **a5.** |  | **600010** |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **b1.** | **2 interactive touch screen commercial monitors with installation and cabling** | **600010** | **Goal C-2**  2) We would like to feature more interactive resources for Gallery attendants. | *Goal 1: Objective 1.6: Define career pathways for all disciplines and programs.*  Support classroom or “career and open house” activities or events that promote career pathway learning opportunities for students.  *Goal 3: Objective 3.4: Implement opportunities for faculty that support innovation, implementation, evaluation, and follow-up of teaching, student support, and learning strategies.* | In support of the **Palomar College Strategic Plan 2016 - YEAR 1 Action Plan 2013-2014:**  Goal 1: The gallery provides students with first hand access to professionals working in their fields from across San Diego county and the nation. Creating these interactive sites within the gallery will provide instructors and students the support they need to develop one to one relationships between the work exhibited in the space and the real world, careers, contacts, resumes, institutional relationships … etc. that make the work possible. Broadening student’s understandings of possible career pathways with in all of the arts disciplines.  Goal 2: The gallery provides a dynamic environment for faculty to implement creative/critical-thinking lessons with a one on one relationship to the subject matter. We would like to provide a customizable interactive interface to support instruction within the framework of our exhibitions. The addition of this technology would be a strong first step in that direction. | **$18,000** |
| **b2.** |  | **600010** |  |  |  |  |
| **b3.** |  | **600010** |  |  |  |  |
| **b4.** |  | **600010** |  |  |  |  |
| **b5.** |  | **600010** |  |  |  |  |

**Budget category c. Supplies (acct 400010 and per unit cost is <$500). Enter requests on lines below. Click here for examples of supplies:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **c1.** |  | **400010** |  |  |  |  |
| **c2.** |  | **400010** |  |  |  |  |
| **c3.** |  | **400010** |  |  |  |  |
| **c4.** |  | **400010** |  |  |  |  |
| **c5.** |  | **400010** |  |  |  |  |

**Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **d1.** | **Appraisal and archivist services for cataloguing and assessing insurance values for the permanent collection.** | **500010** |  |  | As estimated through research done by the gallery director the district’s permanent collection of art is valued at well over 3 million dollars. Along with this it establishes a cultural heritage for art and arts education in our region. As caretakers of this history the district has a responsibility to protect it. We need a current assessment of its value, with which we can update the insurance coverage required for the collection. Given the sub standard storage conditions of this museum quality collection this is action the district must take immediately. | **$12,000** |
| **d2.** |  | **500010** |  |  |  |  |
| **d3.** |  | **500010** |  |  |  |  |
| **d4.** |  | **500010** |  |  |  |  |
| **d5.** |  | **500010** |  |  |  |  |

**Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **e1.** |  | **500010** |  |  |  |  |
| **e2.** |  | **500010** |  |  |  |  |
| **e3.** |  | **500010** |  |  |  |  |
| **e4.** |  | **500010** |  |  |  |  |
| **e5.** |  | **500010** |  |  |  |  |

**Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **f1.** |  | **230010** |  |  |  |  |
| **f2.** |  | **230010** |  |  |  |  |
| **f3.** |  | **230010** |  |  |  |  |
| **f4.** |  | **230010** |  |  |  |  |
| **f5.** |  | **230010** |  |  |  |  |

**STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests**. IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

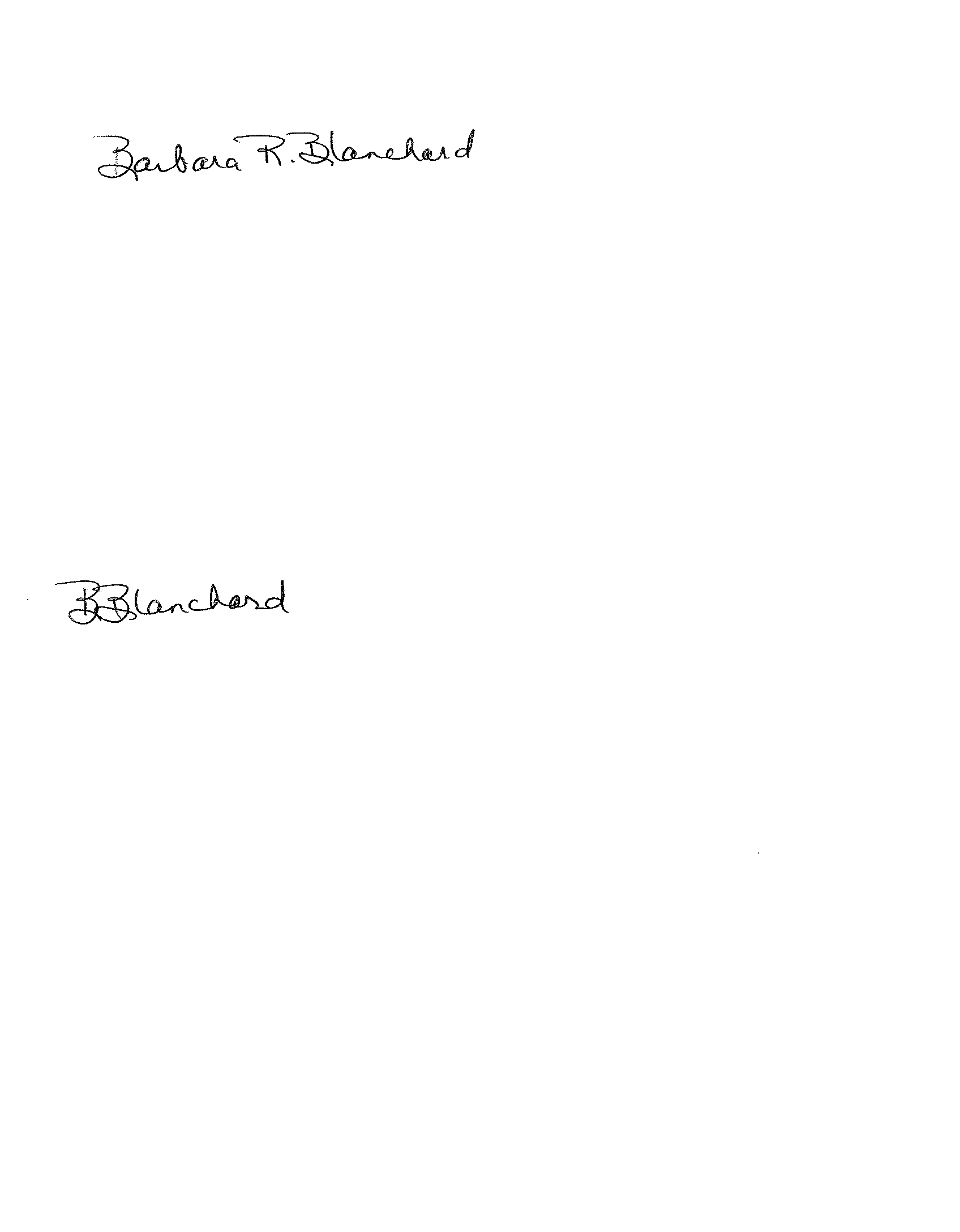
| **Priority Number for all Resource Requests in Step III** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, benefits, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Appraisal services for assessing insurance values for the permanent collection.** | **500010** |  |  | As estimated through research done by the gallery director the district’s permanent collection of art is valued at well over 3 million dollars. Along with this it establishes a cultural heritage for art and arts education in our region. As caretakers of this history the district has a responsibility to protect it. We need a current assessment of its value, with which we can update the insurance coverage required for the collection. Given the sub standard storage conditions of this museum quality collection this is action the district must take immediately. | **Awaiting estimate from appraisal company** |
| **2.** | **2 interactive touch screen commercial monitors with installation and cabling** | **600010** | **Goal C-2**  2) We would like to feature more interactive resources for Gallery attendants. | *Goal 1: Objective 1.6: Define career pathways for all disciplines and programs.*  Support classroom or “career and open house” activities or events that promote career pathway learning opportunities for students.  *Goal 3: Objective 3.4: Implement opportunities for faculty that support innovation, implementation, evaluation, and follow-up of teaching, student support, and learning strategies* | In support of the **Palomar College Strategic Plan 2016 - YEAR 1 Action Plan 2013-2014:**  Goal 1: The gallery provides students with first hand access to professionals working in their fields from across San Diego county and the nation. Creating these interactive sites within the gallery will provide instructors and students the support they need to develop one to one relationships between the work exhibited in the space and the real world, careers, contacts, resumes, institutional relationships … etc. that make the work possible. Broadening student’s understandings of possible career pathways with in all of the arts disciplines.  Goal 2: The gallery provides a dynamic environment for faculty to implement creative/critical-thinking lessons with a one on one relationship to the subject matter. We would like to provide a customizable interactive interface to support instruction within the framework of our exhibitions. The addition of this technology would be a strong first step in that direction. | **$18,000** |
| **3.** |  |  |  |  |  |  |
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**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.   (Do not include faculty positions.)

| **Priority Number for Contract Position Requests** | **Position Title/Category**  **Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide a detailed rationale for the each position. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits)** |
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 **December 15th 2015**

**Department Chair/Designee Signature Date**



**Division Dean Signature Date**