**Palomar College – Program Review and Planning**

**Instructional Support and Other Units**

Includes: Instructional Services Office, Division Dean’s Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, etc.

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **InstSuppt&Other: Boehm Gallery** | **03/17/2011** |
| **Instructional Support Unit Reviewed (Each Unit is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. Describe Your Unit**

| **I. A. Mission:** |
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| **The Gallery has a three-prong mission. The primary goal of the gallery is to bring interesting, challenging, diverse and visually vibrant art to Palomar students and faculty. The gallery is a forum for students and faculty to discover, analyze, and discuss current trends in contemporary art and aesthetic expression in a culturally rich and diverse environment. Secondly, as a not for profit art space the Boehm Gallery has the important charge to seek out and exhibit the work of Southern California artists and beyond, not based on their commercial success or potential for sales, but instead on their artistic, academic, and aesthetic merit. Thirdly to position ourselves as an active, inclusive, vital, and cutting edge member of the North County, and greater San Diego County’s cultural landscape.**  **In recent years the gallery has taken on another role, which is to host a class cross listed through Art, Dance, Performing Arts, and Theater, Art 182 and 183. As instructional space it provides our students with immeasurable real life experience handling the logistics of art and discovering the nuance of curatorial practices. They are presented an opportunity to network and interact with many of the artists shaping aesthetic discourse of our region.** |

| **I. B. Personnel Assigned (Include names and titles):** |
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| **Ingram Ober- Gallery Director**  **Kylee Mcdowell- Senior office specialist**  **Suzane Nemish- Senior office specialist** |

| **I. C. Current Operating Budget (Do not include permanent salaries):** |
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| **230010- $5571.00**  **400010- $7286.00**  **500010- $2509.00**  **600010- $850.00** |

| **I. D. Source(s) of Funding:** |
| --- |
| **General Fund** |

| **I. E. Location of Office(s):** |
| --- |
| **Boehm Gallery** |

**STEP II. PLANNING**

| **II. A. Discuss your unit’s alignment with the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf) **(http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)** |
| --- |
| **Objective 2.3: Implement the GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals. This goal applies very directly to what we are trying to accomplish in the Boehm Gallery and throught the Art 182 Arts Management Courses. We wish to present students with a look at and an understanding of the outcome of their field of study. The Gallery and course work can help to guide a student through their Palomar course selection and help them to develop skills and a contextual understanding of the presentation of their own work and portofolio. They will gain real understanding and experience with those institutions that will support them and their work once they move beyond Palomar college.**  **Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students. Although not faculty and staff the artists that we bring to campus for students to interact with hear lectures from and experience the artistic expression of, represent an Incredibly diverse group of artists of different, ages, genders, ethnicities, and socio-economic backgrounds.** |

| **II. B. Discuss the planning assumptions that will guide your unit’s activities during this plan period. Your discussion should include expected demand, funding trends, pedagogical and technological trends, anticipated trends in student needs and/or demographics, advisory groups, etc.** |
| --- |
| **The current model for bringing artists and speakers to our gallery for exhibitions and lectures Relies heavily on the Director's own personal contacts, friends and collaborators in the art world. So far this has been enough and as his own sphere of influence and communication has grown in our region so has the galleries list of contacts. This is not the most sustainable model however, and although Ingram Ober plans to continue to stay very active in the arts scene this needs to be supplemented by budget allocations for artist stipends, purchase awards (to entice and support the artists that work so hard to exhibit with us, and to continue to grow the schools invaluable permanent collection of art) and research and travel money to support going to conferences, arts fairs, and artist studio visits. We also need to focus more attention on the acquisition, maintenance and display of our permanent collection, as this becomes an important resource for community outreach and charitable giving. The gallery, for decades now has needed not much more in the way of facilities than, as the art critic Dave Hickey titled his own gallery, “A Clean Well Lit Space.” However we find our selves at a point where galleries need to be increasingly tech savvy. One of the region’s most influential art institutions and resources UCSD Arts program runs a department focused on cutting edge, new genera, virtual environment, and performance based digital media. As a gallery we need to keep up with these trends so much as we have the facilities to show this type of work. Computers, Data Projectors, Internet access, DVD players, website interaction and the like have become as indispensible to the presentation of art as white paint and hanging hardware.** |

| **II. C. Discuss any challenges your unit is facing. Include your response to these challenges.** |
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| **We have faced continuous staffing issues. A reorganization is needed. While there is a need for some clerical support, there is also a great need for someone skilled at facilities management. The reorganization would include a new position: a Preparator who would oversee the physical installation/de-installation of shows, logistics, and maintenance of the permanent collection. This position would change the entire complexion of our program and would allow the director to better focus on his job as director instead of having to manage the facility as well.** |

| **II. D. What are the strengths of your unit?** |
| --- |
| **As the director Ingram Ober is committed to making this a first class facility and a program that not only serves our students but is recognized as a leader in the field by the entire region. Our shows have already become destinations for class groups from Mesa College , Grossmont Colege, Mira Costa College, and South Western College all of which have their own gallery programs yet still make the trip to experience what we are presenting. Also over the past two years the Art Department, (photography as well) have been extremely supportive of our programs and we would not have the success we've had without that support.** |

| **II. E. What can your unit do better?** |
| --- |
| **We need to become more organized in the accomplishment of everyday tasks, helping our staff to be more self directed, and motivated. With that change it will free up our personnel resource to do more community out reach in the form of PR and art writing.** |

| **II. F. List at least one major accomplishment that you’d like to share with the college community.** |
| --- |
| **We have gained the attention of the San Diego arts community at large. These past two years we have garnered the support of the California Center for the Arts Museum in Escondido, visits from numerous commercial gallery owners in San Diego including Noel Baza fine Arts (who hosted as organized by Ingram Ober and Sasha Jonestien a student art sale at their Little Italy Gallery), R.B. Stevenson Gallery, and reviews and endorsements from art writer representing Art as Authority, Citybeat, and KPBS.** |

| **II. G. What are your goals for the next year? Include your method of assessment and a timeline for each goal.** |
| --- |
| **Our first goal is to continue to provide a high level of exhibition to the campus population. Secondly we need to find a long term solution to the staffing issue mentioned above, we need a full time preparator. With the accomplishment of this goal it will leave the gallery director more available to accomplish the third goal which is to provide PR and context for the shows through critical writing to be published in different local sources. A goal for the facility this summer is to remove the old linolium tile from the floor of the gallery and prepare the space as apolished, sealed concrete floor.** |

**STEP III. RESOURCES: What resources will you need to accomplish your unit’s mission?**

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe**  **Resource**  **Requested** | **Priority** | **Strategic Plan 2013 Goal/ Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, an analysis of appropriate data, planning assumptions and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Funding Source: G=General Fund R=Restricted (Be specific)  D=Designated(Be specific)** |
| **a1.** |  |  |  |  |  |  |  |
| **a2.** | **Acquisition of art for the permanent collection** |  | **objective 1.1** | **The Boehm Gallery established itself in the 70's as an important art venue and a shrewd collector of artworks. we have recently garnered a lot of attention by presenting some of that work from the permanent colletion. Some of those pieces exhibited have increased more than 200 times in their value since their purchase. Students involved in the preparation of that show had the unique opportunity to handle, restore, clean and experience art made by one of the worlds currently most sought after artists. A permanent collection can be a valuable investment for the district, and a truly unique experience for our students. It is important that we are able to continue aquire some work and help to support those artists who work so hard to exhibit in our space.** | **2000.00** | **on going yearly** | **G** |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **b1.** | **Quad core Mac Pro** | **1** | **goal 6** | **The gallery's senior office specialist currently works on a PC in the office, although her training and personal experience is on a Mac platform. Mac tends to be the industry standard for the arts. As the director I use a Mac platform as do most of the artists that we work with, this coupled with the amount of graphics and web design work this staff person is required to do make the use of a Mac imperative.** | **2500.00** | **one time** | **G** |
| **b2.** | **Quad core 27-inch: 2.8GHz** | **2** | **goal6** | **The gallery's past director requested a pc laptop computor. The current director is not a PC user, Therefore we have since moved that computor to the arts media lab for adjunct faculty use leaving the gallery director's work station and office without a computer which is necessary for the daily operations of the gallery.** | **2000.00** | **one time** | **G** |
| **b3.** | **Quad core 27-inch: 2.8GHz** | **3** | **Goal 6** | **As the gallery is now an instructional space, the course work there involves porofolio creation and image preperation, therefore iit is imperative that we have at least one student workstation there in the gallery for graphic work. This computer could also serve as a tool for exhibiting multi media / new genre work.** | **2000.00** | **one time** | **G** |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500)(supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **c1.** | **Fund for Framing and permanent collection maintenance** | **1** | | **Objective 1.1** | | **We have valuable permanent collection in different states of disrepair around campus. We need to a step at a time begin to address this situation through framing of 2-D work and renovation of 3-D work.** | | **various amount for individual projects under 500.00**  **Yearly total being 1500.00** | | **on going** | | **G** | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **d1.** | **funding for print services** | **1** | | **Objective 1.1** | | **This past year we have moved all of our printing needs to in-house services through Cometcopy. The quality and convenience has been great and it has allowed for our students to become more directly involved with the graphic design and PR aspects of our program. The result however is an increased printing cost compared to some of the off campus services we used to use. And estimate of this increase we believe totals between 1000.00 and 1200.00 yearly. Printing of PR materials and informational handouts for gallery shows is an essential part of our programs operations.** | | **1200.00** | | **on going** | | **G** | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (contract) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **e1.** | **Gallery preparator/Instructional Support II** | **1** | | **Objective 4.2** | | **Preparator, some one who could oversee the physical installation/de-installation of shows, logistics, and maintenance of our permanent collection would change the entire complexion of our program and would allow me to better focus on my job as director instead of having to manage the facility as well. As we are staffed currently with two Office specialists, I do not have enough clerical work for them both. Mean while it is challenging to find, hire and train student workers to help mediate some of the large percentage of the gallery work load that falls under the preparator job description, and that is taken on by the gallery director.** | | **$42,967 plus benefits** | | **on going** | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary or student workers) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **f1.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Ingram Ober *Name*** | ***Name*** | ***Name*** |

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**