**Palomar College – Program Review and Planning Update**

**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 2**

**Academic Year 2013-14**

**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.).

**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.

[**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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| **InstSuppt&Other: Boehm Gallery** | **01/30/2014** |
| **Instructional Support Unit Reviewed (Each Unit is required to complete a Program Review)** | **Please Add Date (00/00/2014)** |

**STEP I. Describe Your Unit**

| **I. A. Mission:** |
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| **The primary goal of the gallery is to provide interesting, challenging, and visually vibrant art in support of the overall goals and mission statement of the Art department and the Palomar College community as a whole. The gallery is a forum for students, faculty and the general public to discover, analyze, and discuss process comprehension, critical interpretation and historic contextualization in contemporary art, design and aesthetic expression. The gallery strives to offer programming that exposes our audience to a broad range of technical processes, academic interests and cultural frameworks.**  **As an instructional space, the gallery provides our students with immeasurable real-life experience handling the logistics of art and discovering the nuance of curatorial practices. Through artist lecture series and aesthetic symposiums, students are presented an opportunity to network and interact with many of the artists shaping the 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 Speciallist** |

| **I. C. Current Operating Budget (Do not include permanent salaries):** |
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| **Account # 400010 Budget amount- $3,475.00; Account # 230010 Budget amount- $7534.00**  **Account # 500010 Budget amount- $5,042.00** |

| **I. D. Source(s) of Funding:** |
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| **I. E. Location of Office(s):** |
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| **D-31** |

**STEP II. PLANNING**

| **II. A. Discuss your unit’s alignment with the college’s** [**Strategic Plan 2016**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(http://www.palomar.edu/strategicplanning/PALOMAR\_STRATEGICPLAN2016.pdf)** |
| --- |
| **Objective 1.6: Define career pathways for all disciplines and programs. The Boehm Gallery provides our students with immeasurable real-life experience handling the logistics of art and discovering the nuance and diversity of curatorial and artistic practices. Through exhibitions, artist lecture series and aesthetic symposiums, students are presented an opportunity to network and interact with many professional artists, designers, curators and educators who shape the aesthetic discourse of our region.** |

| **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.** |
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| **Contemporary Art is an increasingly technology-driven field. One of the region’s most influential art institutions and resources, the 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, pedestals and hanging hardware. We have managed to cobble together a number of different multi-media presentation configurations, and the next step is to design and install a central location and control system.**  **We have been utilizing a large amount of student worker assistance in staffing the gallery since the retirement of our Clerical Assistant in 2012. During the last planning cycle we were able to offset some of the gallery workload with student labor as provided by the Internship in Arts Management course. However, enrollment trends have led to the cancelling of that course and Title 5 regulation has led to a student body with less long-term experience in the Art department. This makes it increasingly difficult to staff student worker positions with consistently well trained individuals. We require a classified staff hire to staff the gallery open hours and to serve as a preparator, someone who could oversee the physical installation/de-installation of shows, logistics, and maintenance of our permanent collection. This would change the entire complexion of our program and would allow the director to better focus on curatorial tasks, outreach, faculty advisory groups, critical and grant based writing.** |

| **II. C. Discuss any challenges your unit is facing. Include your response to these challenges.** |
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| **Increasingly we rely on funding from Foundations accounts raised by Art department activities and charitable giving to put on events, pay shipping and artist stipends. We rely on negotiations and the personal relationships that our director is able to establish with working artists and art institutions to provide low-cost exhibition programming. These strategies need to be supplemented by budget allocations for artist stipends, purchase awards (to entice and support the artists who work so hard to exhibit with us, and to continue to grow the school's 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.** |

| **II. D. What are the strengths of your unit?** |
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| **The Boehm Gallery provides an extremely high caliber of exhibition programming and is quickly gaining a reputation for supporting critical, challenging, cutting-edge, technically rich and carefully considered curatorial strategies and art practices.** |

| **II. E. What can your unit do better?** |
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| **In an effort to continue the gallery’s commitment to critical aesthetic discourse, it is imperative to garner more input and support from Art Department and campus-wide faculty to ensure that we are serving the needs of all of our students and programs.** |

| **II. F. List at least one major accomplishment that you’d like to share with the college community.** |
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| **The gallery continues to build important relationships with local arts institutions. Building off a relationship initiated by the gallery's exhibition of art from the permanent collection "B-Sides & Rarities," Palomar College will be loaning a number of pieces from that show to the Oceanside Museum of Art for an upcoming exhibition, which will shine a national spotlight on artists formerly and currently working in San Diego. Some of these artists have gone on to the highest levels of international acclaim and notoriety.** |

| **II. G. What are your goals for the next year? Include your method of assessment and a timeline for each goal.** |
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| **The Gallery staff plans to focus on the communication challenges set forth in section II. E. "it is imperative to garner more input and support from Art Department and campus wide-faculty to ensure that we are serving the needs of all of our students and programs." This comes in a three-stage process of development.**  **1)The Gallery will inform faculty and the public of our past activities. An action currently being implemented is to catalogue the recent history of exhibitions from the last five years and make that information available to the college community through the launch of a newly designed Boehm Gallery website. We are scheduled to launch the site before the end of Spring 2014 semester.**  **2)The Gallery will develop a format through which faculty can express their students' interests and needs and possibly suggest thematic material or artists for future exhibitions.**  **3)Boehm Gallery will host annual or biannual symposiums and directed discussions with campus faculty, aesthetic professionals, exhibited artists, guest curators and gallery staff to contextualize, assess, and discuss the connections drawn from that term’s exhibitions. These symposiums should be open to the public and ideally attended by students, campus wide. This will give interested faculty the tools they need to incorporate the gallery programming into their own curriculum and to provide feedback related to future exhibition goals and direction.**  **4) The Gallery intends to strenghthen our partnerships with community and civic organizations through co-sponsoring of events and exhibitions and curatorial outreach.**  **5) The gallery will work to secure and protect its current technological and asthetic resources.**  **6) The program will strive to develop current relationships with Foundations and community-based charitable giving.** |

**STEP III. Resources Requested for Academic Year 2013-2014: What resources will you need to accomplish your unit’s mission?**

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| **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.   \*Second, ALL your resource requests must be prioritized 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 five (5) budget categories, you would end up with 25 prioritized requests. IPC will not consider any requests that are not prioritized. Resource requests to simply replace budget cuts from previous years will not be considered.   PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE.** |

**a. Equipment (600010) (per unit cost is >$500) *Enter requests on lines below. Click here for examples of equipment:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Acquisition of art for the permanent collection** | **Goal 6** | **Goal 2** | **3** | **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 their value since being purchased. A permanent collection can be a valuable investment for the district, and be instrumental in creating partnerships with professional and civic organizations. It is important that we are able to continue developing this collection and aquire contemporary work that will be the legecy of Palomar College Arts.** | **$2,000** |
| **a2.** |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |
| **b. Technology (600010) (computers, data projectors, document readers, etc.) Enter requests on lines below.   *Click here for examples of Technology:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.** | **Design and install a central control, storage and security station for our multi-media presentation equipment.** | **Goal #5** | **goal 4** | **2** | **One of the region’s most influential art institutions and resources, the 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. We have managed to cobble together a number of different multi-media presentation configurations, and the next step is to design and install a central location and control system. The gallery risks damage to our current equipment each time it is reconfigured for a new exhibition. The gallery requires this upgrade in order to protect the gallerie's equipment and allow its staff to successfully operate new genera works of art.** | **$20,000** |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **c. Funds for Supplies (400010) (per unit cost is <$500 supplies) *Enter requests on lines below.   Click here for examples of Supplies:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](%20%20%20http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **c1.** |  |  |  |  |  |  |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

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| **d. Funds for Operating Expenses (500010) (printing, travel, maintenance agreements, software license, etc.) *Enter requests on lines below.   Click here for examples of Operating Expenses:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **d1.** |  |  |  |  |  |  |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| **e1.** |  |  |  |  |  |  |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**STEP IV: Classified and administrative (contract) positions requests for academic year 2014-2015**

**Enter requests on lines below. These requests will be used by IPC to develop its annual Staffing Plan priorities.**

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **Priority Number for Position Requests in Step IV Only** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Gallery Preparator/Instructional Support II 45%** | **Goal#1,2,3,4,5&6** | **Goal 3** | **1** | **Preparator, someone who could oversee the physical installation/de-installation of shows, logistics, and maintenance of our permanent collection and maintain gallery open hours. It is challenging to find, hire and train student workers to help mediate the large percentage of gallery work that falls under the preparator job description, that is currently taken on by the Gallery Director.** | **Grade 22**  **11 month=**  **$18,383**  **Benefits projection=$3900.00**  **Total= $22,283** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

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| **Department Chair/Designee:** | |
| **Please identify faculty and staff who participated in the development of the plan for this department:**  **Ingram Ober, Sasha Jonestien, Kylee Mc Dowell with consideration of comments offered by art department faculty during recent department meetings, and updates to the Art Department's Mission Statement.** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**