



Non-Instructional Program Review and Planning

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL AREAS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, program review and planning identifies program strengths as well as strategies necessary to improve the operation of your area. With that in mind, please answer the following questions:

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

BASIC UNIT INFORMATION

Academic Year
2018-2019

Division Name
Arts, Media and Business Administration

Unit Name
Boehm Gallery

Name Person Responsible for the Program/Unit
Ryan Bulis

Please list all participants in this Program Review:

Name	Position
Ryan Bulis	Gallery Director
Kylee McDowell	Gallery Coordinator
Janet Parish MacCann	Gallery Staff

Website address for your program or unit
<https://www2.palomar.edu/boehmgallery/>

Program/Unit Mission Statement

[\(click here for information on how to create a mission statement\)](#)

What is your Program/Unit's mission statement?

The Mission of the Palomar College Boehm Gallery is to expose students and the broader Palomar

College community to diverse examples of Contemporary art from local, national and international artist. By presenting works in a range of mediums addressing a variety of themes, we aim to enrich the fluency of the gallery audience to the language of visual culture and deeper value of Art as a tool for communication. We provide tangible examples of what is possible at the highest levels within the Disciplines of Art, Design and Craft.

Describe how your mission aligns with and contributes to the College's Vision and Mission.

The broad goals of the Palomar College Mission are to serve all potential students coming from a range of backgrounds to pursue their specific academic plans. As a service area that is free and open to the public, we too aim to serve the campus and wider community as they peruse their individualized educational goals. Within a single exhibition, every visitor will discover something different as part of their interaction with the Art. One student may be inspired to transfer after seeing the work done by artist at a specific institution while another guest sees need to pursue a certificate in cabinetry and woodworking, and another is simply fulfilled by the beauty of the art quiet commits to a pathway of lifelong learning. Lastly we serve the vision as a department that serves creativity and connecting ideas in an ever-changing world. The value of visiting the gallery is often a qualitative experience that is hard to quantify, but I often read comments thanking us for the exhibition because it served as a needed mental health break before a test or some other stressful event in their life.

Program/Unit Description

Staffing

Total Number of Full-time Staff

Total Number of Permanent Part-time Staff

2

Number of Classified Staff

FTE of Permanent Part-time Staff

96

Number of CAST Staff

FTEF of Part-time Faculty

Number of Administrators

Number of Full-time Faculty

What additional temporary hourly or contract staff support this unit and/or department?

1 student/ hourly

As part of this PRP cycle, Human Resource Services has sent organizational charts to all non-instructional units. Please review the charts and make any needed changes. You have three options to submit your organizational chart:

1. Upload the document (under 5 MB)
2. Provide URL to document.
3. If you cannot create an organizational chart, or did not receive one from Human Resource Services, list the positions in your unit showing reporting relationships (e.g., Manager Facilities with the following direct reports, Supervisor Position A, Supervisor Position B, Supervisor Position C;

Supervisor Position A with direct reports, Position A, Position B, Position C)

How will you submit your organizational chart?

Provide Web Link

Website

<https://www2.palomar.edu/boehmgallery/>

Program/Unit Description

Who utilizes your services?

Our Program serves Student, Faculty and Staff directly and on a secondary basis, we also serve the larger community of North County San Diego and all of Palomar Colleges Service Districts.

What services does your program/unit provide (Describe your program/unit)?

As the Art Gallery we produce six exhibitions per academic year including one exhibition of current Faculty and one end of year exhibition of Student work. We encourage exhibiting artist to speak and lecture as part of their exhibition which provides opportunities for students to get intimate knowledge into the mind, background and methodology of the Art. We curate a Ceramic and Glass biannual exhibit of highlighting some of the most innovative artist in these traditional mediums. We house a large and impressive collection of Artworks in our permanent collection that we use to celebrate the historic importance of Palomar college and the Department of Art and its legacy faculty.

PROGRAM/UNIT ASSESSMENT

Service Area Outcomes

Service Area Outcome 1

Describe this Service Area Outcome

To provide a first hand educational resource for students to observe and experience a breadth of relevant artwork and practices of artists with a high level of professional competency in the field.

When was this SAO last assessed?

2018

What did you learn from the last assessment?

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

Service Area Outcome 2

Describe this Service Area Outcome

To provide a dynamic environment for faculty to implement creative/critical thinking lessons with a one-on-one relationship to the subject matter in the collection and rotating exhibitions.

When was this SAO last assessed?

2018

What did you learn from the last assessment?

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

Service Area Outcome 3

Describe this Service Area Outcome

Maintain and display our permanent collection as both an educational tool and a record of the Palomar College’s and Southern California’s cultural history in art.

When was this SAO last assessed?

2018

What did you learn from the last assessment?

budgetary and campus renovation schedule have delayed the progress of Service area outcome 3

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

SAO three has been the most challenging to realize. We are continuing to push for the additional space and have been developing an action plan to install and expand the permanent collection storage once we have access to and have secured the added square footage.

Other Assessment Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit:

Quantitative Data

Measure	2015	2016	2017	2018	Definition/Description of Measure

Are there any comments or notes about this quantitative data?

Qualitative Data

Describe any qualitative measures you use and summarize the results.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above.

Achievements and Other Relevant Information

Achievements

Describe Achievement

Our proudest moments have been several exhibitions in and outside the Boehm Gallery. Over the past year, a portion of our permanent collections was on exhibition at the San Diego International Airport as part of the figures of speech exhibition. Selected works from the recent acquisition of Russel Baldwin text-based works and a few complementary works by John Baldessari. Other in Gallery exhibitions that were achievements included the Feminist show "That's What She Said" featured the voice of female artist's directly in dialogue with feminist action and theory, and "Colby Jackson and Friends" and exhibition celebrating the work of Colby jacks done while at Palomar over the past 25 years. These three exhibitions are a particular proud moment for the department and the Gallery. With the airport exhibition, we increased awareness to an international audience of the pedigree of our institution and permanent collection as it relates to Baldwin's impact on Art in San Diego and Baldessari's history teaching at Palomar College before going on the develop programs at Cal Arts and become an international Artist.

Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit? What effect will these changes have on your program/unit?

The change that will effect our program the most is the creation of a district account that will replace our foundation account and the resulting change in procedure in taking payments, requesting checks, and processing payments.

In addition to (or in response to) the changes listed above, what in-house policies, procedures, and processes need to be updated, created, or deleted?

We will now have to process honorariums and services performed well in advance of the artist talk or event. This will require that paperwork is mailed in well before the drop-off or installation date for the exhibition. The previous procedure was to sign paperwork in person, now we will rely on mailing paperwork or a possible document signing application.

PROGRAM/UNIT EVALUATION AND THREE YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

Section 1: Overall Evaluation of Program

Reflect on your program/unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing your goals for this upcoming three year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion.

Overall Evaluation of Program

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results ([SOAR](#)) and summarize your discussion below.

Strengths

We house a world-class permanent collection. Collectively with the department of Art we have relationships with Artist, Institutions and organizations all over the country that we can call upon to curate exhibitions as part of our service to the students.

Opportunities

We have a large facility that can host programing and collaborate with other departments and organizations to better serve our mission and the mission of the college.

Aspirations

We aspire to increase the outreach and programing of the gallery to our students, departments, high schools in our service area, and colleges and programs where art students are most likely to transfer.

Results

We continue to curate relevant strange exhibitions that serve the Students, Faculty and community of Palomar College.

Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information.](#)

Goals

Goal 1

Brief Description

Move, modify and expand space with environmental controls for storage of permanent collection and integration of remodeled Arts Media Library.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Work with Palomar Facilities Dept. and outside contractors to design and build a new storage, gallery and library space with proper environmental facilities.

Timeline for Implementation

3-5 years

Outcome(s) expected (qualitative/quantitative)

Permanent collection will be properly and safely housed to ensure longevity, reduce risk of loss, and allow for artworks to be more accessible for viewing as an educational resource. Students and faculty will have increased awareness of an interaction with both the gallery space and Media Library.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

In addition to building a public transition between the Gallery and the café, there would be an opportunity for a physical upgrade to the floors and walls. The secondary concern would be to secure the large windows and make a physical barrier between the proposed library space and permanent collection.

Of the resources described above, which ones are reallocated and which ones are new or needed?

We have the shelving unit acquired through previous PRP funding. We are waiting for this secondary action to take place so the shelves can be used in the desired space.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

In general, the outlined goals aim to increase public access to currently inaccessible assets held by the Gallery. These assets include the physical permanent Collection, Digital Permanent collection catalog and digital archive of previous exhibitions. By combining the Arts Media Library with the Gallery, our hours of operation could expand making both facilities more consistently available to the Students, Faculty and the Palomar College Community. The short-term steps to achieving part of these goals are to focus on goal 4 and 5. The updated website would make us vastly more accessible to all members of the community.

Expected Goal Completion Date

7/30/2021

Goal 2

Brief Description

Develop resources for research by students, faculty, and the community.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Implement interactive, touch screen monitors for access by faculty, students, and our community.

Timeline for Implementation

3-5 years

Outcome(s) expected (qualitative/quantitative)

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.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

Hardware (Tables, Computer, etc...)

Of the resources described above, which ones are reallocated and which ones are new or needed?

Though this is still an ongoing goal, the short term solution to make these resources available is tide to Goal 4 and 5.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

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Expected Goal Completion Date

Goal 3

Brief Description

Provide students with first-hand interaction, dialogue, and observation of professional artists through discussion/lecture, art production practice, and presentation/installation of artwork.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Develop visiting artist programming, establish longer term residency for artists to interact with Palomar students in studios, classrooms, and gallery.

Timeline for Implementation

3-5 years

Outcome(s) expected (qualitative/quantitative)

Students will gain greater insight into professional practices of conceiving, producing, and exhibiting artwork by working artists through dialogue and observation. A greater visibility of the art department and gallery will develop through public lectures, demonstrations, and exhibitions.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

Funding, facilities, Gallery space, scheduling support, departmental support in assigning a class.

Of the resources described above, which ones are reallocated and which ones are new or needed?

Some aspects of this goal could be achieved by combining an adjunct position with community partnerships for the studio component of the visiting artist. Additional funding would be needed to provide miscellaneous cost and travel expenses.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

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focus on goal 4 and 5. The updated website would make us vastly more accessible to all members of the community.

Expected Goal Completion Date

Goal 4

Brief Description

Update the website to meet both Art department and campus wide standards for visual continuity and accessibility.

Is this a new or existing goal?

New

How will you complete this goal?

Working with Jay Shultz, Kylee McDowell will update the Gallery website to match the visual and efficacy of the art department website. In addition to the department update, Kylee will use the Palomar College accessibility outline for image text readers and all other standards in place that serves the needs of all our campus community.

Timeline for Implementation

1 year

Outcome(s) expected (qualitative/quantitative)

We will shift to the new platform for editing and if needed assign professional development hours for Kyle to learn the basics of the new editing tools. All gallery staff should be trained to update the website so we can make this tool work the best for our mission.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

Kylee has been the administrator of our website for many years. The department has the Account with the new hosting and editing tools, and we have the basic equipment needed to maintain the website once it is up and running.

Of the resources described above, which ones are reallocated and which ones are new or needed?

Access to the Art Department's website editing program

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

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Expected Goal Completion Date

Goal 5

Brief Description

Develop an archive of past exhibitions and make these a resource available to students, faculty, and the community.

Is this a new or existing goal?

New

How will you complete this goal?

Working in tandem with the update on the website, we will develop a page that compiles documentation of past shows, show cards, and video/ transcripts for lectures, panel discussions, and artist talks that occur as part of each exhibition.

Timeline for Implementation

1-2 years

Outcome(s) expected (qualitative/quantitative)

Five years of documentation will be available to the public through the website.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

Kylee McDowell and Janet McCann will work to organize and update the website for past shows. Once we have the updated website, we should have the platform to support the archive. We have struggled to video or audio record lectures. The addition of a recording device for long term access should be acquired. For now a gallery staff has loaned the equipment needed.

Of the resources described above, which ones are reallocated and which ones are new or needed?

Video camera still camera.and auto recording device

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

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Expected Goal Completion Date

5/29/2020

How do your goals align with the College's value of diversity?

Diversity includes distance learners and non-traditional students. By creating better more functional digital presence for our community we also serve to bring Lectures and exhibitions to students that can not be physically present due to their unique circumstances. Increasing access inevitably serve diversity of the population served.

RESOURCES

Staffing Needs

If you have a staffing need, Identify if the staffing need is to replace a position or if the need represents a new position. Further explanation /prioritize. How does it align with North and South Centers/ Define what it is you need staff to do.

Are you requesting additional personnel?

No

Technology, Equipment and Other Needs

Do you have funding requests?

No