

Program Review & Planning (PRP)

ANNUAL UPDATE

Part 1: General Information

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.

The Annual Update is designed to help you track progress on your three-year plan. It allows for updates to your plan based on:

- 1) updates to Service Area Outcomes assessment cycle or unit data;
- 2) new events, legislation, or processes that affect your unit's ability to meet your mission; and
- 3) a review of progress on your three-year plan's goals.

Date:	11/07/19
Unit Name:	Boehm Gallery
Department Name:	Art
Division Name:	AMBA
Name of person responsible for the Program/Unit:	Ryan Bulis
Website address for your unit:	https://www2.palomar.edu/pages/boehmgallery/

Please list all participants in this Program Review:

Name	Position
Ryan Bulis	Gallery Director

SECTION 1: Staffing Updates and Services Updates**Staffing**

Using the table below, describe any changes you have experienced in staff in the past year.

<u>Full-time Staff</u>		<u>Part-time Staff</u>	
Total Number of Full-time Staff		Total Number of Permanent Part-time Staff	2
Number of Classified Staff		FTE of Part-time Staff (2X19 hr/wk = .95)	.96
Number of CAST Staff		FTEF of Part-time Faculty	
Number of Administrators			
Number of Full-time Faculty			

Describe additional temporary hourly or contract staff support this unit and/or department? (Include FWS/District Student Worker/Veteran Student Worker)

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.

Program/Unit Description

Has the services your unit performs changed in any way over the past year?

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.

We provide access to professional real world examples of Art, design, and Craft. , we act as the front face of the Art Department to the Palomar College Students, campus and off campus communities. We work to exhibit relevant and diverse Artwork and Artists materials and themes to the students and community of Palomar College. We, and assist in telling the story of the department of art through our permanent collection and new acquisitions. History is important and we aim to serve as an archive and provide real world examples of art to serve the Art and campus curriculum through materials and themes.

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PART 2: PROGRAM/UNIT ASSESSMENT

SECTION 1: Service Area Outcomes Update

GOT SERVICE AREA OUTCOMES?

Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.

For non-instructional areas, outcomes are called Service Area Outcomes (SAO).

So what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results,
- and take action, as necessary.

Palomar has adopted TracDat as our official repository for SLO and SAO Assessment information.

Review and/or define your SAOs and assessment plans and ensure they are entered in TracDat by:

- 1) Login to Nuventive Improve (TracDat): <https://www2.palomar.edu/pages/sloresources/2015/08/10/tracdat/>. Your Palomar username and password will get you in.
- 2) Update or add your SAOs and assessment plans.

NEED HELP?

TracDat:

- 1) If you need help with anything TracDat related such as login, unit identification, entering SAO info, contact Marti Snyder at msnyder2@palomar.edu.
- 2) Check out this video on how to enter SAOs in TracDat: <https://youtu.be/b1sRa68wm4c>

Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1. [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!
2. Contact Michelle Barton at mbarton@palomar.edu. We have a resource support team to help.
3. The SAO template at the end of this document is a useful template for defining an SAO and assessment plan. It is modeled off what we enter in TracDat.

Are all of your unit's SAOs and assessment plans entered in TracDat?	YES	NO x
If NO, describe why and identify a data by which they will be entered. No Data (I will check on this and make an update by 12/1/19)		

If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessment's document why (e.g., SAO was assess last year).

1) 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.

2) 1. 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.

3) 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.

4)

SECTION 2: Other Assessment Data

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below.

No Update as of now.

SECTION 3: Achievements and Other Relevant Information

Describe your program's achievements or this past year. Where possible, describe how these achievements are related to our students and their success!

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 provide an update on 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 has affected our program the most is the creation of the district account that replaced our foundation account. This resulted in a change in procedure in taking payments, requesting checks, and processing payments. We now have to

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process honorariums and checks for services performed a minimum of a month in advance of the artist talk or event. This requires that paperwork is mailed well before the drop-off or installation date for the exhibition. The previous procedure was to sign paperwork in person, now we rely on mailing paperwork or using digital signatures and document signing application.

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

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PART 3: Progress on Goals

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If the unit has experience barriers for impel in implementing the goals, describe those challenge

Goal #1

Goal from Comprehensive Review	Move, modify and expand space with environmental controls for storage of permanent collection and integration of remodeled Arts Media Library.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress	Work with Palomar Facilities Dept. and outside contractors to design and build a new storage, gallery and library space with proper environmental facilities.		
Describe Barriers to implementation	The adjacent Cafe space we have had planned to expand into for the new Arts Library and permanent collection storage poses a minimum cost for remold of 45,000 dollars. The cost id to relocate a door for custodial access and reinforce the window with a security screen.		
Describe Outcomes (if any)	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.		

Goal #2

Goal from Comprehensive Review	Develop resources for research by students, faculty, and the community. G2A: Update the website to meet both Art department and campus wide standards for visual continuity and accessibility. G2B: Develop an archive of past exhibitions and make these a resource available to students, faculty, and the community.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress X	Completed
Describe Progress	Implement interactive features on our website archiving that can later be made accessible via touch screen monitors in the Gallery. This resource is for faculty, students, and our community. To use our permanent collection for research and deepening their appreciation for the cultural wealth hose in the gallery.		
Describe Barriers to implementation	A major project is scanning exhibition slides and documenting the permeant collection. With ongoing exhibition taking up the main space, summer is the next best time to pull and photograph select works from our collection.		
Describe Outcomes (if any)	The gallery will provide instructors and students the support		

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	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 #3			
Goal from Comprehensive Review	Provide students with first-hand interaction, dialogue, and observation of professional artists through discussion/lecture, art production practice, and presentation/installation of artwork.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress	Develop visiting artist programming, establish longer term residency for artists to interact with Palomar students in studios, classrooms, and gallery.		
Describe Barriers to implementation			
Describe Outcomes (if any)	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.		
Goal #4			
Goal from Comprehensive Review			
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress			
Describe Barriers to implementation			
Describe Outcomes (if any)			

The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes. Click here access [Strategic Plan 2022](#).

The outlined goals of the gallery aim to be a place where we can be the physical front face for the department of art as the first contact to the broader community. We are open to the public and act as a gateway to inspire potential students to enroll in classes and be involved.

Describe any changes to your goals or three year plan as a result of this annual update.

No changes as of now.

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PART 4: RESOURCES

Reflect upon the three year plan you created as part of your comprehensive review, your annual update, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures). How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's Strategic Plan. Click here to access the [Strategic Plan 2022](#).

SECTION 1: Reallocation or Reassignment of Resources

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan or your annual update, your current operations, and any upcoming factors in legislation. Describe the impact of the reallocation of resources to your unit.

No reallocation as of now

SECTION 2: Need for Additional Resources**STAFFING**

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section.

Title	Three Year Plan Goal	Strategic Plan 2022 Goal/Obj.	New / Vacant / Modified / Temporary	Describe Need:
1)				
2)				
3)				

TECHNOLOGY

If you are requesting TECHNOLOGY, please fully complete this section. If not, skip to the next resource section.

Resource	Unit's Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need and identify if the technology need will require: 1) extra wireless access, 2) integration with existing technology (hardware and software such as PeopleSoft), and/or 3) operational maintenance and support.	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your Technology, Equipment, or Other Resource Requests.
1) Camera/ Recording Device	Goal 2	Goal 2 and 3	\$799.99	NA	1
2) Tablets/ Computers	Goal 1 and 2	Goal 2 and 3	\$4,200.00	NA	2
3)					

EQUIPMENT (Other than technology)

If you are requesting EQUIPMENT, please fully complete this section. If not, skip to the next section.

Resource	Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need:	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your Technology, Equipment, or Other Resource Requests
1)					
2)					
3)					

OTHER RESOURCES

If you are requesting OTHER RESOURCES not described above, please fully complete this section. If not, CHEERS!!! You are DONE!!!

Resource	Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need:	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your
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					Technology, Equipment, or Other Resource Requests
1) Remodel	Goal 1	Goal 2 and 3	\$45,000	Remodel of Adjacent café as storage and possible new arts library	1
2)					
3)					

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PART 5: FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Division / Planning Council

Person/Group/Council Who Reviewed PRP

Date

Feedback

1. Progress on Goals.

2. Areas of Concern, if any:

3. Assistance/Guidance for addressing barriers for goal completion.

SERVICE AREA OUTCOMES TEMPLATE

Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					