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2020-2021 ANNUAL REVIEW

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

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.

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.

BASIC UNIT INFORMATION

Program/Unit Name
Boehm Gallery

Department Name
Art

Division Name
AMBA

Name of Person responsible for the Program/Unit
Ryan Bulis

Website address(es) for your program(s)/unit(s)

Webpage URL 1

Unit webpage

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

Please list all participants and their respective titles in this Program Review

Participant	Title
Ryan Bulis	Gallery Director

STAFFING AND SERVICE UPDATES

Staffing

Use the link provided to help answer the staffing questions below.

Link: [Permanent Employees Staff Count](#)

This form requires a login and password to access. Please use your Palomar email and password to log in.

Full-Time Staff

Total Number of Full-time Staff

Number of Classified Staff

Number of CAST Staff

Number of Administrators

Number of Full-time Faculty

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

Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.

Program/Unit Description

Have the services your unit performs change 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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PROGRAM/UNIT ASSESSMENT

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 Nuventive Improve (previously named 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 Nuventive Improve by:

1) Login to Nuventive Improve (previously TracDat) <https://www2.palomar.edu/pages/sloresources/2015/08/10/tracdat/>. Your Palomar username and password is your login.

2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.

3) Revise or edit your current SAOs by revising their wording and/or updating the assessment and assessment results.

NEED HELP?

Nuventive Improve:

1) If you need help with anything Nuventive Improve 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 Nuventive Improve: <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.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

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)					

Are all of your unit's SAOs and assessment plans UPDATED and ENTERED in Nuventive Improve?

Yes

SAOs Summaries / Reflection

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 assessments, document why (e.g., SAO was assessed last year).

SAOs

SAO 1

SAO Title

Exhibitions

Assessment Status

Assessed

SAO Summary and Reflection

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.

reflecting on is SAO,

OTHER ASSESSMENT DATA

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

ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

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

Since the last PRP dated 11/07/19, the predominate issue the gallery has faces is the Covid 19 Global pandemic. This challenge has altered the primary function of hosting physical exhibitions on campus and making our collection available to the public. That being said, this obstacle has been the catalyst for many of the achievements we have made over the past year. We have updated the format of the website to include online galleries that we have used to curate exhibitions from faculty and our permanent collection, and have been working on creating an online gallery of the permanent collection and Archive of past exhibitions. Though this process we have established a workflow within our staff to process images and make the, ada compliant, better integration all members of the gallery team by highlighting each team members skills and abilities.

Our greatest achievement has been the deaccession of ones of our pieces of the permanent collection, and using the funds from this deaccession, we are in the process of establishing an endowment that will ensure support for visual arts at Palomar college in perpetuity,

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?

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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PROGRESS ON GOALS

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.

Click on "+Add Goal" below for each additional goal.

Goals

Goal 1

Goal

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

Choice

Not Started

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. 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 Challenges

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 is to relocate a door for custodial access and reinforce the window with a security screen.

Describe Outcomes (if any)

Goal 2

Goal

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.

Choice

In progress

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 housed in the gallery. 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 Challenges

A major project is scanning exhibition slides and documenting the permanent collection. With ongoing exhibition taking up the main space, summer is the next best time to pull and photograph select works from our collection. The process of documenting artwork and scanning slides is still a challenge without a dedicated camera, scanner and lighting system.

Describe Outcomes (if any)

We have made significant progress updating the website and making online exhibitions. Each member of our team has stepped up significantly and has a part to play in this effort.

Goal 3**Goal**

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

Choice

In progress

Describe Progress

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

due to the Covid 19 Pandemic and distance learning, students were not on site to participate in face to face lectures and discussions, but we did partner with the instructional part of visual art to fund visiting artist in ceramics, drawing and intro arts management.

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.

(VfS Goal 5: Equity) speaks to a general goal to actively make adjustments in our institution to serve all student equally and reflect the diversity of the student population. Although this goal hasn't changed in its language, I do feel like given the racial awakening this year, and institutions talking greater responsibility and being more self reflective, that the gallery will also reevaluate and re-committed to serve all student and reflect the interests and diversity of palomar college.

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

We have tried to been very consciouse of representation and diversity in the artist we exhibit, and this larger shift in consciousness at the institutional level, will only act to reinforce our commitment to diversity and representation in all three of our goals.

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RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

PART 4: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. 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 2022**.

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

PART 1: STAFFING NEEDS

Are you requesting new Classified, CAST, or AA positions?

No

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the **Benefits Worksheet** for additional costs related to benefits for the position.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2018, 2019, 2020. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

How to Request the Available Budget Report

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?

Yes

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

Given the creation of the endowment and the formation of the Gallery advisory board, the budget for the upcoming year may shift depending on what we choose to do with any fund before they enter into the endowment. This could significantly change the budget. That being said, our operational cost have gone down due to the online format of exhibitions. Further discussion is needed to address these unknowns.

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NOTE: PARTS 3 and 4 – TECHNOLOGY, FACILITIES AND OTHER NEEDS

This year the College is implementing two new processes related to resource needs coming from the PRP process.

1. One-Time Fund Requests. The college is implementing a process for prioritizing and allocating funds for one-time needs/requests tied to Program Review and Planning. Prioritization will take place through participatory governance in planning councils and the Budget Committee. Then, a recommendation will be made to Exec for funding of request utilizing various funding sources.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page).

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. From now on, ALL requests for technology will go through an institutional process. If you request technology here, you will see a description of the process below.

PART 3: TECHNOLOGY

Will you be requesting any technology (hardware/software) this upcoming year?

No

Note about technology requests:

All technology requests will now go through a review process before prioritization.

- *Your director will send you a Technology Request Checklist (aka Technology Proposal Analysis Checklist).*
 - *You must complete this checklist and return it to your director no later than 10/30/2020.*
 - *Once the director approves the form and the request, the director will send the document to the Technology Review Committee to determine IS resources needed, any integration issues, and/or potential overlap with existing technology.*
 - *The results of the review will be sent to the director with feedback.*
 - *The director will determine whether or not the request moves forward for prioritization and/or implementation.*
 - *Requests for one-time funding will move forward for prioritization.*
 - *Requests that use funding from your department budget may move forward for purchase.*

PART 3: FACILITIES NEEDS

Do you have resource needs that require physical space or modification to physical space?

No

PART 4: ONE TIME NEEDS

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

No

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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 Reviewed

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

Areas of Concern, if any:

Recommendations for improvement:

Enter your email address to receive a copy of the PRP to keep for your records.

rbulis@palomar.edu

I confirm that the Program Review is complete and ready to be submitted.

Yes

Vice President Review

Strengths and successes of of the discipline as evidenced by the data and analysis:

Access to real world art for our students and community.

Areas of concern, if any:

Please be sure to proofread the document.

Is there only one SAO for the program?

Recommendations for improvement:

Clarify assessment of SAO -- did you meet your outcome? Discuss.

Discuss budget concerns with dean.

VP Name:

Shayla Sivert

Signature Date:

12/29/2020