

PROGRAM REVIEW REPORT

Name of Program: Office of Learning
Division/Operational Area: Dean of Learning
Contact Person: Kathleen Bennett

Submission Date: May 2006

[Note: The information in this area will repeat on all pages.]

Porterville College Mission Statement:

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

Program Mission Statement:

Because students are our focus at Porterville College, the Office of Learning is committed to facilitating student learning and success through collaborative relationships with all College staff, students, our local community and District and regional and state agencies. Through these relationships, the Office commits itself to promoting the mission of the College by maintaining mutual respect, collegiality and a commitment to participatory governance.

Program Student Learning Outcomes:

Student learning outcomes for the Office of Learning will be developed during the 2006-07 academic year.

Analysis of Current Performance:

This dean's office is staffed by the dean of learning and one full-time administrative secretary who reports directly to the dean. In addition, the dean is responsible for five academic divisions: applied technology, business education, health careers, natural sciences and mathematics and physical education. Within these divisions are 47 full time faculty and 33 adjunct faculty. Eleven classified staff also report to this dean.

The dean is also responsible for campus IT, the library, Learning Center and computer lab. In addition, the dean is also responsible for VTEA, Tech Prep, TTIP and a Title V grant activity. This dean's office oversees distance learning, community and contract education and classes at Porterville Developmental Center. For the past 6 months, the dean has worked as an editor for the accreditation report and this semester is teaching an English 71 class with an enrollment of 37. The dean is also responsible for evaluation reports for faculty and student complaints within the divisions that report to this office.

Program Strengths and Areas for Improvement:

(Based on the information above and history since previous review, describe the program's strengths, areas that need improvement, and strategies and actions to make those improvements.)

The dean's office enjoys strong, collegial support from staff and division chairs. This has enabled the dean to adequately manage the range of responsibilities associated with this position.

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Because 3 of the divisions that report to the dean are vocational and share VTEA funding, there is a supportive network within that group that promotes vocational interests as a whole. The collaborative use of VTEA funds has provided the campus technology equipment that has benefited the campus as a whole. In addition, Tech Prep funds are used in conjunction with VTEA funds to promote vocational education in the high schools and community at large. This benefits Porterville College as a whole because vocational students also enroll in general education courses, resulting in FTES for the campus.

Three areas that report to the dean have been understaffed for some time. The library has been without a full time library director for 3 years. A reference librarian receives a stipend for performing library director responsibilities on an interim basis. Because she must combine those responsibilities with her reference duties, neither position has the benefit of a full time person. In the meantime, the need for reference assistance has grown, as have the reporting responsibilities associated with a library director. The library staffing has been reduced over the past few years, and there have been a number of instances when the library has had only one staff person working. This is suboptimal and has the potential to impact services to students and staff safety. In spite of these realities, the staff is positive and student-focused, and students report strong satisfaction with their experiences in the library.

The computer lab also struggles with staffing. Two years ago, the lab had 2 full time and one 19-hour employees. They were able to be open in the evenings and on Saturdays. Since that time, one full time position retired and was not replaced. The 19-hour position also left, resulting in the lab reducing the hours it was available to students. At this time there is one full-time employee and a temporary part time employee. The hiring process is underway to replace the 19-hour position. However, even when this position is filled, there will not be the redundancy necessary to provide lab coverage in the event that one of the employees is unavailable. Because of this reality, the lab will continue to be closed intermittently, causing frustration and lack of services for students.

The IT staff has also felt the impact of understaffing. Two years ago the network manager position became vacant, leaving only two network technicians and a network administrator to handle the campus IT responsibilities. For the past 2 months the network administrator has been on extended sick leave. The reality is that two people are now doing the work that four people were doing two years ago. In addition, the number of district-wide IT committees has increased. These committees require representation from those with strong IT backgrounds, so the two remaining IT personnel find their time further stretched by representing Porterville College on these committees. Despite a growing workload and increased district-wide responsibilities, the IT staff continue to meet campus IT needs in a timely manner with very few problems expressed by faculty or staff.

The dean's administrative assistant also assists with the management of the VTEA budgets and is responsible for handling POs and reporting. Because the divisions have no clerical support, the manual and technical intricacies of budgets for nine programs fall to one person. The administrative assistant indicates that a majority of her time is occupied with VTEA responsibilities, leaving only a

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portion of time for her other responsibilities, which include computing load for adjunct and full time faculty and overload and banked load for full time faculty, Tech Prep and TTIP budgets. In addition, there are the day-to-day requests and interruption associated with being in the front office of the hub of the campus. Because of the volume of work and fiscal consequences of handling VTEA and Tech Prep funds, the college should consider putting these large, important budgets under one person whose responsibilities do not also include others inherent in the operation of the Office of Learning.

Porterville College has lost many of its vocational programs in recent years, resulting in vocational offerings that, while of high quality, do not adequately meet the desires of students or the needs of the community. However, some recent developments offer significant potential for improving this situation. The college has a new president who is a strong supporter of vocational education and has a proven track record of building programs and community support. In addition, a highly-motivated faculty member has taken on the position of Tech Prep Coordinator and has already strengthened the relationships between Porterville College and local high schools. With strong collaboration between VTEA and Tech Prep and with the support provided by the president, there is the opportunity to see vocational education opportunities increase at Porterville College. To ensure that these resources and expertise are optimized, though, there needs to be an administrator whose time is dedicated to overseeing vocational education and helping those programs grow. A vocational dean would be able to devote an appropriate amount of time to creating community partnerships and following statewide developments in vocational areas.

Another organizational change that would optimize the time and talents of the deans would be to reorganize the areas of responsibility of each dean. The former president combined the areas of responsibility for the deans, with each handling some instructional areas and some student services areas. This was a positive move in that it gave both deans a clearer understanding of the interrelatedness of those areas, but it has had functional drawbacks. There is such a range of responsibilities associated with instruction and student services that it is difficult to become as informed and efficient as possible. Greater service could be provided to the college if the duties were redistributed in a more conventional manner, with instructional areas reporting to one dean and student services areas reporting to the other.

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Goals

| Goal(s) | Timetable for Completion | Needed resources | Obstacles to completion (if any) |
|------------------------------------|--------------------------|------------------|----------------------------------|
| 1. Reassignment as vocational dean | By spring 2007 | Funding | Funding |

Progress on Goal:

___ Completed (Date)
 ___ Revised (Date)

Comments:

| Goal(s) | Timetable for Completion | Needed resources | Obstacles to completion (if any) |
|---|--------------------------|------------------|----------------------------------|
| 2. Establishment of position to handle VTEA and Tech Prep budgets and reporting | Spring 2007 | Funding | Funding |

Progress on Goal:

___ Completed (Date)
 ___ Revised (Date)

Comments:

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STAFFING REQUEST

| Staff Resources: | | | | |
|--|-----------------------------------|---|----------------------|-----------------------|
| <u>Current Staffing Levels</u> | | | | |
| <u>Full-time Staff (FTE)</u> | | <u>Part-time Staff (FTE)</u> | | |
| Faculty | | Faculty | | |
| Temporary | | Temporary | | |
| Classified | 1 | Classified | | |
| Management | 1 | Management | | |
| <p><u>Request for New/Replacement Staff</u> Use one line for each position requested. Justify each position in the space below.</p> | | | | |
| | Title of Position | Classification <small>(Faculty, Classified, or Management)</small> | Full or Part Time | New or Replacement |
| Position 1 | Vocational dean | Management | Full time | new |
| Position 2 | VTEA, Tech Prep budget supervisor | Classified | Part time | new |
| Position 3 | | | | |
| <p>Justification: (Address each position requested)</p> <p><u>Vocational Dean</u> A vocational dean would provide Porterville College with adequate representation within the community and on a statewide level regarding the development and enhancement of vocational programs. This person would be able to pursue funding, build partnerships, and maintain awareness of trends in vocational areas. The volume of legislation and funding responsibilities necessitate someone who can devote adequate time and attention to these essential areas.</p> <p><u>VTEA, Tech Prep budget supervisor</u> This position could be part time. This person would handle all POs and budget details as well as reporting obligations. Because Porterville College has several grants that have similar requirements, perhaps this position could include responsibility for grant oversight as well. Administrative costs included in the grants and VTEA funding could pay for this position.</p> | | | | |

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BUDGET REQUEST

| | Current Budget | Amount of Increase | Revised Total |
|----------------|----------------|--------------------|---------------|
| 2000 (Student) | | | |
| 4000 | | | |
| 5000 | | | |
| Other | | | |

Justification:
(Include justification for each amount of increase requested.)