



2018-19 Program Review – Administrative Unit

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

The mission of the **Liberal Arts Office of Instruction** is to provide quality leadership to its academic curriculum and programs, department chair leaders, faculty and staff. Although the division accounts for approximately two thirds of the Full-time equivalent students (FTES) generated by the college, the division accomplish this outcome despite the limited budget challenges while serving a very diverse student population.

The Division comprise of the following Departments:

- English
- English for Speakers of Other Language (ESOL)
- Communications
- Modern Languages (Chinese, French, Japanese, Spanish)
- Legal and Community Interpreting (LCI)
- Journalism
- Art
- Dance
- Music
- Theater Arts

This Division also supervises the following specialized labs and Grants:

- Art Gallery
- Art Studio (Drawing, Painting, Ceramics, Sculpture, Printmaking)
- Dance Studio
- Theater Stage
- Laney Tower Newspaper Office
- Basic Skills Initiative Grant (BSI)
- Basic Skills Student Outcomes and Transformation Grant (BSSOT)

List your Faculty and/or Staff

- Dean: Chuen Chan, Ph.D.
- Staff Assistant: Stephanie Le
- Theater Supervisor: Alejandro Acosta
- Instructional Assistant (Dance): Ralph Peet
- Instructional Assistant (Art): Vacant. Hiring in progress

Department Chairs:

- English: Eleni Gastis, Chris Weidenbach
- ESOL: Barbara Yasue
- Communications: Shirley Brownfox
- Journalism: Burt Dragin
- Modern Languages/LCI: Arturo Davila-Sanchez
- Art: Anna Vaughan
- Dance: Andrea Lee
- Music: John Reager
- Theater Arts: Michael Torres

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Our goals are to build programs of distinction; advancing student access, equity, and success; innovate, collaborate and leverage partners, and managing our resources to fulfil our division and the college’s mission.

Our division is aligned with the District’s goals of advancing Student Access, Equity, and Success; engaging and leveraging partners; building programs of distinction; strengthen accountability, innovation and collaboration; and developing and Managing resources to advance our mission; and the college’s goals of promoting equity; promote a collaborative institutional culture for communication, governance and decision-making; offering students the highest quality curriculum and services; cultivating a culture of belonging, pride and self-reflection for continuous improvement; and increasing awareness and access to disproportionately impacted communities.

Describe your current utilization of facilities, including labs and other space

This division supervises the following space that are used by faculty, students, administration, and the community:

- Art Gallery
- Art Studio (Drawing, Painting, Ceramics, Sculpture, Printmaking)
- Dance Studio
- Theater Stage
- Laney Tower Newspaper Office

Assessment

Which Administrative Unit Outcomes (AUO) did you assess in the past year? What were the results? Please describe the assessment methods used. How did your work lead to program improvement, that is, the development of Program Improvement Objectives (PIO's) as a result of your assessment?

AUO 1: The office staff and administrator provides ongoing communication between the division office and the instructional departments within the division.

AUO 2: The communication between the division and all the instructional departments in the division will be efficient, systematic, and timely.

AUO 3: The faculty, staff and administrators receive ongoing professional development training.

What Administrative Unit Outcomes (AUO) and program improvement objectives (PIO) do you plan to work on in the next 2 years?

The division plan to work on all three AUOs.

Major Accomplishments

Please describe 1-3 major accomplishments below since completion of the previous program review.

1. Faculty presented at statewide conferences.
2. The theater received major structural and organizational improvements.
3. Under the able leadership of the department chairs, the English department developed new support programs for the implementation of AB-705.

Engagement

How have the administrators and staff in this area been engaged in institutional efforts such as committees, presentations, and department activities? Please list the committees your staff participate in.

The division’s new staff assistant started two weeks ago and therefore has yet to join any college committees. The Dean is a member of multiple college committees.

Faculty have presented at statewide conferences such as Acceleration, Student Success, and ESOL conferences. They have also participated in many regional, State-wide, and National conferences on such topics as Guided Pathways, AB 705, and noncredit.

Discuss how the administrators and staff have engaged in community activities, partnerships and/or collaborations.

The division is involved with the Oakland Chamber of Commerce Chinatown, and the Oakland Unified School District (OUSD).

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost
Personnel: Classified Staff	Liberal Arts Division Office—1 FT; would work on processing time sheets, epafs, budgeting, purchasing supplies THART department—1 FT-run the operations	\$50,000	\$15,000	\$65,000
Personnel: Student Worker	Need at least 1 student worker in each of the following departments: <ul style="list-style-type: none"> • Art • Music 	\$20,000	\$0	\$20,000

	<ul style="list-style-type: none"> • Theatre Arts • Liberal Arts Division Office 			
Personnel: Part Time Faculty	Need at least 1 PT faculty in each of the following departments: <ul style="list-style-type: none"> • Art • Chinese • Communications • Dance • French • Japanese • Journalism • Legal and Community Interpreting • Theatre Arts 	40k	12k	52k
Personnel: Full Time Faculty	Need at least 1 PT faculty in each of the following departments: <ul style="list-style-type: none"> • Art • Chinese • Communications • Dance • ESOL • French • Journalism 	\$455,000	\$136,000	\$591,000

Resource Category	Description/Justification	Total Estimated Cost
Professional Development: Department wide PD needed	<ul style="list-style-type: none"> • Funds to attend subject matter conferences • Funds to attend career development (classes; training) • Funds to attend state wide meetings (usually in Sacramento or the Bay Area); • Funds to attend Admin 101 • Funds to attend Asilomar Women's Leadership Conference 	\$20,000
Professional Development: Personal/Individual PD needed	<ul style="list-style-type: none"> • Funds to attend Admin 101 and 102 • Funds to attend State and National wide 	\$10,000

	conferences such as Asian Pacific Americans in Higher Education (APAHE); American Educational Research Association (AERA); RP Group; CAIR	
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Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software	SAP Crystal Reports, a data reporting tool	\$500
Supplies: Books, Magazines, and/or Periodicals	Full listing of Education Codes;	\$500
Supplies: Instructional Supplies	n/a	
Supplies: Non-Instructional Supplies	n/a	
Supplies: Library Collections	Books on leadership;	\$400

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New	n/a	

Technology & Equipment: Replacement	New printer, 3 laptops (2 Mac and 1 PC),	\$7,000
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Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms	n/a	
Facilities: Offices	n/a	
Facilities: Labs	n/a	
Facilities: Other	n/a	

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials	See above	
Library: Library collections	See above	

Resource Category	Description/Justification	Total Estimated Cost
OTHER Associate Dean of Liberal Arts Division	This division generates 30% of the FTE for the school and contains 30% of the faculty for the campus. The Associate Dean's position would focus on managing day to day operations (such scheduling, student complaints, substitution paperwork, etc) so that the Dean can focus on how to improve program and work on State wide issues.	\$110,000