



FULLERTON COLLEGE

ELEVATING.
EXCELLENCE.

Administrative & Operational Services

2022 - 2023 Self-Study

Three-Year Program Review Template

Fine Arts Division Office

Fine Arts Division

Statement of Collaboration

The department/office staff listed below collaborated in an open and forthright dialogue to prepare this Self Study. Statements included herein accurately reflect the conclusions and opinions by consensus of the department/office staff involved in the self-study.

Participants in the self-study

Nicola Dedmon
Olivia Perez
Tiffany Dacuycuy
Selene Parral
Regina Elliott

Authorization

After the document is complete, it must be signed by the Principal Author, the Department Manager, and (when appropriate) the Dean or appropriate Immediate Management Supervisor (IMS) prior to submission to the Program Review Committee.

Nicola Dedmon

Printed name of Principal Author

Signature

Interim Dean, Fine Arts (2022) Jan 24, 2023

Title

Date

Nicola Dedmon

Printed name of Department Manager

Signature

Interim Dean, Fine Arts (2022) Jan 24, 2023

Title

Date

Nicola Dedmon

Printed name of Dean or
Immediate Management Supervisor (IMS)

Signature

Interim Dean, Fine Arts (2022) Jan 24, 2023

Title

Date

1.0 Mission and Goals

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your department/office to the Mission, Vision, Core Values and College Goals. Summarize how your department/office supports each area.

Mission: “Fullerton College advances student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We foster a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.” Our office helps streamline the scheduling process so that students have greater clarity in their academics pathways. Our office also makes it a goal to be a safe and inclusive space for all students.

Vision: “Fullerton College will transform lives and inspire positive change in the world.” Our office helps make the process of going to college seem less daunting by supporting students and giving them a place to ask questions and receive support. Support during stressful and uncertain moments like a student’s first day on campus can be life-changing.

Core Values: Our office creates a sense of community by welcoming students and faculty who are seeking help and guidance. Our office fosters growth by constantly improving our administrative practices so that we can be more efficient for students and faculty. Our office fosters partnership, inclusivity, and innovation by connecting our classified professionals with faculty and with students to come up with the best practices of scheduling, lab management, and other events that support a strong academic environment.

College Goals: Our office promotes success for each student and commits to continuous quality improvement by making scheduling more efficient and clearer for students, in addition to managing spaces for student access, such as labs. We commit to a culture of equity by discussing policies with student equity in mind—for instance, which open lab resources we can obtain in case students do not have such resources for at-home study.

2.0 Department/Office /Data & Trends Analysis

2.1 Describe the purpose, components, and staffing of this department/office.

2.2 Staffing – complete the table below. Please list the total number of personnel in each type of position in the department/office. Within each classification in the first column, please list the position titles. For confidentiality, **do not** include the names of any people in the position.

CURRENT STAFF					
Classification (Include position titles)	# of staff in each position title	Percent of employment	Months per year of employment	Source of funding (General / Categorical)	FTE
Managers					
Dean of Fine Arts	1	100%	12	General	1
Classified					
Administrative Assistant III	1	100%	12	General	1

Administrative Assistant II	3	100%	12	General	3
Hourly - Adult					
Hourly - Student					
Professional Experts					
	Total FTE				5

2.3 Other Resources

OTHER RESOURCES				
Please list each position by classification in the department/program	Services Provided	Number of Hours	Overall Cost	Source of funding (General / Categorical)
Independent Contractors				
Volunteers				
Interns				
Total Hours & Costs				
Total FTE				

2.4 Utilize the data provided in the tables above in a discussion of the appropriateness of the staffing levels of this department/office.

Due to the public-facing nature of the Division, it would be very helpful for us to have a classified position to cover marketing for public events hosted by our Division, such as concerts, theatrical shows, and gallery showings. This is too much work for our current administrative team to take on, and our faculty do not have the time to give to this either. Supporting the

marketing of these specific events would bring more funding to our programs in the way of ticket sales.

2.5 How does this department/office serve the population of the college?

We support scheduling and planning of public events, in addition to supporting faculty in their administrative requests.

2.6 Since the previous Program Review Self-Study what significant changes have occurred that impact the services of this department/office?

We recently lost the classified position that was dedicated to marketing and social media. This has hurt our public attendance of events significantly.

2.7 Describe any laws, regulations, trends, policies and procedures or other influences that have an impact on the effectiveness of your department/office.

The policies surrounding the COVID-19 pandemic had an adverse affect on public attendance of our events. Most of these policies are no longer in effect, but we are struggling to recover in the aftermath.

2.8 Provide any other data that is relevant to your self-study, for example, if you collected data to assess an outcome.

No data has been officially collected beyond what is collected by the College.

3.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

3.1 Based on your analysis in 2.1 through 2.8, what are the strengths of your department/office?
Our office is very student-centered and the goal of putting student need first is always paramount.

3.2. Based on your analysis in 2.1 through 2.8, what are the weaknesses of your department/office?
Our office lacks an element that connects us more with our community by bringing in new audience members—a Classified position for marketing would greatly help.

3.3 Based on your analysis in 2.1 through 2.8, what opportunities exist for your department/office?
We have a great opportunity to connect more with the surrounding community through promotion of Division area events.

3.4 Based on your analysis in 2.1 through 2.8, what challenges exist for your department/office?
We have suffered greatly as a result of the COVID-19 pandemic, so attracting more public attendees and events has been very challenging.

4.0 Outcomes Assessment

Note: Sections 4.8 and 4.9 are new. Please review before filling out your outcomes tables below.

4.1 List your outcomes and complete the expandable table below.

	What are your program outcomes?	When was the Assessment completed?	When did you analyze the data?	When were the changes made?	Number of Cycles Completed
1.	Public attendance of public events put on by the Division will be increased				
2.	Pre-requisite challenge forms will be available digitally and accessible by all students in a clear and transparent process				

4.2 Assessment: Complete the expandable table below.

	Intended Outcomes	How will you determine if the outcome is met?	How will you collect the data?	Can this data be disaggregated at the student level?	What will the results show?
1.	Public attendance of public events put on by the Division will be increased	We will assess audience reports from the Box Office at the end of each year	Via box office ticket sales	No	Whether audience attendance has increased
2.	Pre-requisite challenge forms will be available digitally and accessible by all students in a clear and transparent process	The forms will be available digitally and the link will be posted on the fine arts website alongside instructions on how to submit them	Viewing of the forms in their digital format and viewing of the link to the forms on the fine arts website	No	Whether the forms were properly digitized and made available to students
3.					
4.					

4.3 How has assessment of outcomes led to improvements in services provided to students by this program?

Due to the recent retirement of the previous Dean of Fine Arts, I have no knowledge of assessments recently done.

4.4 How has assessment of outcomes led to improvements in student learning and achievement?

Due to the recent retirement of the previous Dean of Fine Arts, I have no knowledge of assessments recently done.

4.5 What challenges remain to make your department/office outcomes more effective?

The pre-requisite challenge form process is very confusing for students. Ideally, that process will be improved and standardized across the campus, but if this is not the case, then our Division should improve the process internally.

Also, the largest problem is that our public performances and events are very poorly attended. This must be improved. A marketing professional could help this.

4.6 Describe how the department's/office's outcomes are linked to [college goals](#).

Increased attendance of public performances and events will lead to further strengthened connections with the community. Greater audience attendance will also further promote success for every student, because larger audiences lead to a higher quality academic experience for performers and artists. A clearer process for prerequisite challenge forms will help promote success for students because it will remove confusing barriers to registration.

4.7 Describe how the department's/office's outcomes support the achievement of the [institution level SLOs](#).

Increased audience attendance will improve professional development for our student performers and artists.

4.8 A. What methods are used to assess the department/office's effectiveness to the population that interacts with your department/office?

Due to the recent retirement of the previous Dean of Fine Arts, I have no knowledge of assessments recently done.

B. What do the results of the above methods of assessment indicate about the effectiveness of the department/office?

See above.

C. How were the assessment results used to make improvements to services provided by this department/office? Please provide examples.

See above.

4.9 At least one outcome listed in 4.1 should address the following:

A. List the outcome that focuses on individual student learning or actions.

B. Identify methods to assess outcomes in such a way that the data can be disaggregated.

C. Identify a process for using outcome assessment data to improve your department's/office's services.

D. Identify a process for assessing outcomes and collecting data that can be used to build dashboards (where applicable).

4.10 Outcomes Equity Analysis

A. Looking at the one outcome from 4.9, do you find significant differences by race, ethnicity, gender, and other categories? Describe here what the data shows. What strategies will you use to close the attainment gaps among groups of students? What kinds of professional learning would help?

To our knowledge, we are unaware of differences in audience attendance/experience with pre-requisite challenge form confusion with regard to race, ethnicity, gender, and other categories, but further data collection would help us make a better assessment.

5.0 Evaluation of Progress Toward Previous Strategic Action Plans

5.1 List the strategic action plans from your last self-study/program review.

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

5.2 Describe the level of success and/or progress achieved in the strategic action plans listed above.

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

5.3 How did you measure the level of success and/or progress achieved in the strategic action plans listed above?

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

5.4 Provide examples of how the strategic action plans in the last cycle contributed to the continuous quality improvement of your department/office.

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

5.5 In cases where resources were allocated toward strategic action plans in the last cycle, how did the resources contribute to the improvement of the department/office?

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

5.6 If funds were not allocated in the last review cycle, how did it impact your department/office?

Unknown—no record of last submission, and the previous Dean of Fine Arts retired.

6.0 Strategic Action Plans (SAP)

Using the tables below, list the strategic action plans (SAPs) for your program. These plans should follow logically from the information provided in the self-study. Use a separate table for each SAP.

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1	
Strategic Action Plan Name:	Fine Arts Marketing Overhaul
List College goal/objective the plan meets:	College Goal #: 3 – Strengthen Connections With Our Community Objective #: 3 – Be a cultural hub for the local community
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Our goal is to increase audience attendance from local community members. Social media and local/regional marketing are powerful tools to help with this. To achieve this, a marketing professional would be hired and report to the Dean of Fine Arts. This position used to exist but was removed in 2016.
What <i>Measurable Outcome</i> is anticipated for this SAP?	Audience attendance across all events would increase by 50% or more in 3 years.
What specific aspects of this SAP can be accomplished without additional financial resources?	It is difficult to reach a wider audience without financial resources.

If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel	\$75,000 - \$100,000 per year (classified salary placement 36 plus benefits)	District – classified salaries
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount	\$75,000-\$100,000 per year	

STRATEGIC ACTION PLAN # 2

Strategic Action Plan Name:	
List College goal/objective the plan meets:	College Goal #: Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	
What specific aspects of this SAP can be accomplished without additional financial resources?	

If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 3

Strategic Action Plan Name:		
List College goal/objective the plan meets:	College Goal #: Objective #:	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.		
What <i>Measurable Outcome</i> is anticipated for this SAP?		
What specific aspects of this SAP can be accomplished without additional financial resources?		
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

7.0 Long Term Plans

Describe the long-term plans (four-six years) for your program. Please consider future trends in your narrative. Identifying financial resources needed for these plans is optional.

We envision the Fine Arts Division Office as a supportive space for our academic programs which include Art, Music, and Theatre. Most importantly, the office wants to make our paperwork processes for students clear and simple, and we also want to support our public events so that we can become connected with our community and create professional opportunities and public experience for our student artists and performers.

7.1 Describe in detail your need for additional resources as listed above (if applicable)

We need a marketing professional to assist in the advertisement and promotion of Fine Arts events.

8.0 Self-Study Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

This self-summary discussed the challenges our Division Office has faced in the wake of the COVID-19 pandemic. We have a strong need for help in the way of promoting and marketing for Fine Arts public-facing events.

9.0 Publication Review

Fullerton College is committed to assuring integrity in all representations of its mission, programs, and services. As such, during the program review self-study process departments/offices are required to document their publications (websites, brochures, magazines, pamphlets, etc.) that are used to promote programs and services to the campus community and community at-large. This review should specify when the publication was last reviewed, if the information in the publication is accurate, and if the information correctly represents the college's mission, programs, and services.

Information on the college's graphic standards is available here: <http://news.fullcoll.edu/campus-communications/web-help/graphics/>.

In the far right column please provide the URL where the publication can be accessed. If it cannot be accessed via the Internet, please provide a sample of the publication with your program review self-study. If you have any questions about what type of publication should be included, please contact Lisa McPheron, Director of Campus Communications at lmcpheron@fullcoll.edu.

For publications that you have identified as inaccurate, please provide the action plan for implementing corrections below.

Publication	Date last reviewed	Is the information accurate?	URL of publication

Routing & Response Page

Originator → IMS → Program Review Chair → Appropriate President's Staff Member

Originator: *Electronically submit completed Program Review to Division Dean/IMS for review.*

Appropriate Immediate Management Supervisor (IMS): *Select one and provide response if necessary. Forward electronically to appropriate Vice President's Office.*

RESPONSE

Printed name of IMS

Title

Date

☐

I concur with the findings contained in this Program Review.

☐

I concur with the findings contained in this Program Review with the following exceptions (include a narrative explaining the basis for each exception):

Area of exception:

☐

I do not concur with the findings contained in this Program Review (include a narrative explanation):

Appropriate President's Staff Member: *Print Program Review, sign, and route both hard copy and electronic version to Program Review Chair.*

ACKNOWLEDGING RECEIPT

Printed Name

Signature

Title

Date



Fullerton College Mission Statement

MISSION

Fullerton College advances student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We foster a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.

VISION

Fullerton College will transform lives and inspire positive change in the world.

*Approved by Fullerton College
President's Advisory Council and
accepted by President Schulz
May 2017.*

VALUES

Community

We promote a sense of community that enhances the well-being of our campus and surrounding areas.

Diversity

We embrace and value the diversity of our entire community.

Equity

We commit to equity for all we serve.

Excellence

We honor and build upon our tradition of excellence.

Growth

We expect everyone to continue growing and learning.

Inclusivity

We support the involvement of all in the decision-making process.

Innovation

We support innovation in teaching and learning.

Integrity

We act in accordance with personal integrity and high ethical standards.

Partnership

We work together with our educational and community partners.

Respect

We support an environment of mutual respect and trust that embraces the individuality of all.

Responsibility

We accept our responsibility for the betterment of the world around us.