

Administrative Units, 2011

Program Review

Each program or service area of Santa Monica College is expected to engage in an ongoing process of self reflection and assessment of program effectiveness. Program review is designed to facilitate and document this process, with program improvement as the intended outcome. Programs and service areas must complete an in-depth report every 6 years; a shorter report covering more limited information is due annually. Certain information included in the annual reports will be automatically aggregated in the 6 year report.

Information submitted in both the 6 year and annual report will be considered by the Program Review Committee. Annual reports will be reviewed by the area vice-presidents and relevant information shared with appropriate planning bodies. Through an annual report to the District Planning and Advisory Committee (DPAC), the Program Review committee forwards information and makes recommendations that are considered in annual institutional planning processes.

Program Information

Program name Facilities Planning

Academic year FY 11-12

Program contact Greg Brown Extension 4203

Program Type

Check all boxes that apply to your program.

- Instructional
- Career Technical Education (CTE)
- Student or Instructional Support Service
- Administrative Service

Review Period

- 6 year
- Annual

A. Program Description and Goals

This section addresses the big picture. Prompts should help you describe your program and goals and the relationship to the institutional mission, vision and goals, and how the program is funded.

1. Describe the program and/or service area under review and how the program supports the mission of Santa Monica College.

Facilities Planning is responsible for the district's capital planning, development and construction, plus the oversight of the districts real estate assets.

Facilities Planning supports the mission of the College by developing new facilities to support the academic goals of the institution and providing the infrastructure for a safe, productive and sustainable learning environment.

2. Identify the overarching goal(s) or charge/responsibilities of the program or service area. If appropriate, include ensuring/monitoring compliance with state, federal or other mandates.

The goal of the Facilities Planning is to provide outstanding facilities to enhance the learning environment. This is done within strict state guidelines for building safety, environmental regulations and sustainability.

3. If applicable, describe how the Institutional Learning Outcomes (ILOs), Supporting Goals, and/or Strategic Initiatives of the institution are integrated into the goals of the program or service area.

The program applies sustainable design practices to enhance the college facilities including grounds, buildings and technology.

4. If your program receives operating funding from any source other than District funds identify the funding source. If applicable, note the start and end dates of the funding (generally a grant), the percentage of the program budget supported by non-District funding, and list any staff positions funded wholly or in part by non-District funds. Do not include awards for non-operational items such as equipment (ex. VTEA) or value added activities (ex Margin of Excellence).

Funding sources for the capital outlay program include three current Santa Monica-Malibu taxpayer supported bond issues totaling almost \$600 million. In addition there are state capital funds (currently \$16 million); local city funds (currently \$5 million) and the districts own capital funding (varies from year to year, funded primarily by non-resident students). All the capital funds are restricted to be used for buildings and related equipment and can not be used for the general operations of the district.

B. Populations Served

In this section you will provide information that describes who your program or service area serves. When comparing data from different periods, use a consistent time frame (ex. Compare one fall term to another fall term)

1. Describe who your area serves (students, staff, etc.) – both directly and indirectly. If pertinent, indicate variables such as ethnicity, race, gender, age of your client base.

Facilities Planning provides facilities that serve all college populations and are available to the community.

2. Discuss any significant change(s) in the population(s) served since the last full program review and the possible reasons for the change(s).

N/A

C. Program Evaluation

1. Discuss how the function evaluates its effectiveness. Include any changes to the evaluation process since the last six-year program review.

The program primarily receives feedback from the DPAC Facilities Committee, the Environmental Affairs Sub-Committee and the Transportation Task Force. These groups provide input on the suitability of current facilities, need for new facilities, prioritization of funding for facilities and sustainability.

Input is also received from the Facilities Maintenance and Operations groups including feedback on building systems and maintenance.

2. Describe how the administrative unit or service area engages all unit members in the self evaluation dialogue.

This is primarily accomplished through the DPAC Facilities Committee. The committee has not yet completed a survey on Facilities but it is expected that a survey will be conducted in the near future.

3. Describe how and when assesses outcomes, sets and measures goals and objectives (annual or long range), and determines areas to target for improvement. Describe how the program uses Unit Outcomes (UOs) assessment data to inform program planning and decision making.

The success of the program is based upon the outcome of individual projects and on a long-term basis how those projects contribute to the overall college's missions and goals. Our departmental goals relate to the success of the planning process and the resultant construction and use of new facilities. Our outcomes are measured on the satisfaction of users

with the planning process itself and then the satisfaction of users who have actually occupied and used the new buildings. Beyond user expectations we measure our success in supporting college-wide goals such as sustainability. Taking sustainability as an example, we can easily measure the results of our progress in numbers, such as kilowatt-hours of new electrical generation by solar power, or more recently, the number of new bicycle parking spaces added to the campus. Many of our goals are established in the campus Facilities Master Plan which is updated every five year. We receive input from the campus community in establishing priorities for the master plan and use the master plan as a guideline to help us establish a timeline to measure our success.

4. What have your SLO/SUO/UO assessments revealed or confirmed since your last report?

Last report from 2006 was in different format, but since 2006 following the goals established in the Facilities Master Plan, we have successfully opened the Theatre Arts Complex, The Broad Stage, Humanities and Social Science Building, and the Campus Quad. We have also completed the design on the Student Services Building, Information Technology Relocation, Performing Arts East Wing, Academy of Entertainment and Technology Campus, and Health, PE, Fitness and Dance.

5. Unless addressed in your UO assessment responses above, please use available data to describe how well your unit is doing in terms of the following:

- Volume of unit activity

Number of major projects completed 2001 to 2006: 5

Number of major projects completed 2006 to 2012: 6

Number of major projects in design 2001 to 2006: 7

Number of major projects in design 2006 to 2012: 9

- Efficiency (responsiveness, timeliness, number of requests processed etc.)
- Effectiveness of service in accomplishing intended outcomes (accuracy, completeness, etc.)
- Client/customer satisfaction with services.

Please include examples of the data used, either in this section or as an appendix to this report.

See "Capital Outlay Program Bond Project Descriptions and Project Status"

attached as an appendix.

6. What other information, data, feedback or other measurements do you use to inform your UO assessments and program/unit planning? Describe how the assessment results, data, feedback, or other measures are used to inform decision making.

We have opportunities for input and feedback on the facilities design process included at milestone points in the architectural planning process. These sessions are led by the project architect and are attended by our staff and consultants. Comments are taken and recorded by the architects and shared with the Facilities Planning staff. They are used to measure the success of the mechanics of the planning process along with measuring the success in meeting the expected goals for the building itself.

7. During this reporting period what have your assessments revealed or confirmed?

The feedback received from user groups, DPAC Facilities and Facilities Maintenance indicates the following:

- General satisfaction with the new facilities except with the lack of air conditioning at HSS
- Worldwide acclaim for the design of the Broad Stage
- Most positive comments from the college community about facilities concern the Quad project
- Strong support for our sustainability efforts, especially the photovoltaic panels on the parking structure
- Continued need for more classroom and office space
- Continued need for parking especially at Main Campus and Performing Arts

8. Reflect on whether your unit is meeting target goals and meeting institutional expectations.

Faculty, staff and administrators give input during feedback sessions during the planning process that are conducted with our staff, consultants and architects. During these sessions the feedback has generally been positive as to the planning process, the opportunity for input and the resultant building plans.

We have had some difficulty meeting expectations as a result of schedules and timelines for projects that cannot be met. The campus community has been understanding and our goal is to continue to attempt to set realistic schedules and maintain them along with communicating our efforts to the users.

D. Program Improvement

In this section, please document what you did last year as a result of what you described in Section C and what you are planning to do for the coming year.

Part 1: Looking back

1. Note the status of the previous year's objectives.

Last years major objective was the completion of the plan approval process by the Division of the State Architect (DSA) for the Student Services project. It looks like this objective will be completed during the week of November 5, 2012. We have also started the planning process for the Malibu Campus and Child Development Center.

2. List accomplishments, achievements, activities, initiatives undertaken, and any other positives the program wishes to note and document.

Accomplishments of the past 5 years:

- Completion of the HSS South Building
- Completion of the Broad Stage/Performing Arts Campus
- Completion of the Quad
- Completion of the Solar Panels on the Parking Structures
- Renovation of the Cafeteria
- Passage of Measure AA Bonds
- Facilities Master Plan Update 2010
- Purchase of 1510 and 1516 Pico Blvd.
- Purchase of 919 Santa Monica Blvd.
- Completion of the design and construction documents for the following projects:
 - Student Services
 - Academy of Entertainment & Technology/KCRW
 - Information Technology Relocation
 - East Wing – Performing Arts Campus
 - Health, PE, Fitness, Dance and Central Plant
- Start of the planning and design on the following projects:
 - Malibu Campus
 - Child Development Center

3. Summarize how the program or service area addressed the recommendations for program strengthening from the executive summary of the previous six-year program review.

N/A This is the first program review for the unit separate from Facilities Maintenance and Operations.

4. Describe any changes or activities your program or service area has made that are not addressed in the objectives, identify the factors that triggered the changes, and indicate the expected or anticipated outcomes.

No major changes made.

5. If your program received one time funding of any kind indicate the source, how the funds were spent and the impact on the program (benefits or challenges).

Our funding is for specific projects and comes from a variety of sources including federal, state, and local. All funding is project based and continues until the project is complete.

Part 2: Moving forward

6. Discuss and summarize conclusions drawn from data, assessments (SLO, SUO, UO), or other indicators identified in Section C and indicate any responses or programmatic changes planned for the coming year(s).

Will continue to work with the DPAC Facilities Committee to improve outcomes and processes. We will work with the committee to implement a survey of the college community on facilities.

7. List the objectives or target goals your program or service area has identified for the coming year. Indicate the number of objectives identified. Use the comments section to indicate the reason for the objective (assessment results, changes in data, changes in external factors, etc.). Indicate how each objective or goal links to the division goals. Boxes for reporting three objectives have been included here. Please copy and insert boxes if additional objectives are proposed.

| | | |
|---|---|--|
| Objective 1: Continue to work with the college community on sustainability issues as they relate to Facilities. | | |
| Area/Discipline/Function Responsible: | | |
| Assessment Data and Other Observations: | | |
| <input type="checkbox"/> SLO Assessment Data and/or <input type="checkbox"/> SUO Assessment Data and/or <input type="checkbox"/> UO Assessment Data | <input type="checkbox"/> TIMS Report Data <input type="checkbox"/> Institutional Research Data | <input checked="" type="checkbox"/> Other data or observed trends (briefly describe in the comments field below) |

| | | |
|---|--|--|
| External Factors: | | |
| <input type="checkbox"/> Program Review Committee Commendation | <input type="checkbox"/> Program Review Committee Recommendation | <input type="checkbox"/> Program Review Recommendation for Institutional Support |
| <input type="checkbox"/> SMC Strategic Initiative (indicate specific initiatives in the comments section below) | <input type="checkbox"/> SMC Master Plan for Education Objective # | <input type="checkbox"/> Advisory Board Recommendation (for CTE only) |
| <input type="checkbox"/> Other Factors (briefly describe below): | | |
| Timeline to accomplish the objective: Continuing process | | |
| Describe how objective will be assessed/measured: Continued feedback from college constituencies. | | |
| Comments: | | |

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|---|---|---|
| Objective 2: Reprioritizing bond projects in order to select and architect and start planning the Math/Science project. | | |
| Area/Discipline/Function Responsible: | | |
| Assessment Data and Other Observations: | | |
| <input type="checkbox"/> SLO Assessment Data and/or <input type="checkbox"/> SUO Assessment Data and/or <input type="checkbox"/> UO Assessment Data | <input type="checkbox"/> TIMS Report Data <input type="checkbox"/> Institutional Research Data | <input type="checkbox"/> Other data or observed trends (briefly describe in the comments field below) |
| External Factors: | | |
| <input type="checkbox"/> Program Review Committee Commendation | <input type="checkbox"/> Program Review Committee Recommendation | <input type="checkbox"/> Program Review Recommendation for Institutional Support |
| <input type="checkbox"/> SMC Strategic Initiative (indicate specific initiatives in the comments section below) | <input type="checkbox"/> SMC Master Plan for Education Objective # | <input type="checkbox"/> Advisory Board Recommendation (for CTE only) |
| <input type="checkbox"/> Other Factors (briefly describe below): Lack of state capital construction funding for project | | |
| Timeline to accomplish the objective: By June 30, 2013 | | |
| Describe how objective will be assessed/measured: Project design underway. | | |
| Comments: | | |

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|---|
| Objective 3: |
| Area/Discipline/Function Responsible: |
| Assessment Data and Other Observations: |

| | | |
|---|---|---|
| <input type="checkbox"/> SLO Assessment Data and/or <input type="checkbox"/> SUO Assessment Data and/or <input type="checkbox"/> UO Assessment Data | <input type="checkbox"/> TIMS Report Data <input type="checkbox"/> Institutional Research Data | <input type="checkbox"/> Other data or observed trends (briefly describe in the comments field below) |
| External Factors: | | |
| <input type="checkbox"/> Program Review Committee Commendation | <input type="checkbox"/> Program Review Committee Recommendation | <input type="checkbox"/> Program Review Recommendation for Institutional Support |
| <input type="checkbox"/> SMC Strategic Initiative (indicate specific initiatives in the comments section below) | <input type="checkbox"/> SMC Master Plan for Education Objective # | <input type="checkbox"/> Advisory Board Recommendation (for CTE only) |
| <input type="checkbox"/> Other Factors (briefly describe below): | | |
| Timeline to accomplish the objective: | | |
| Describe how objective will be assessed/measured: | | |
| Comments: | | |

E. Community Engagement

1. List the engagement of program members in institutional efforts such as committees and presentations, and departmental activities.

The program works with the DPAC Facilities Committee, various environmental groups on campus and conducts regular presentations on new facilities to various campus groups and the community.

2. If applicable, discuss the engagement of program members with the local community, industry, professional groups, etc.)

Program members hold community presentations on a regular basis which may include government agencies (city councils, boards, etc.) and neighborhood groups. The program is also involved with local architecture, design, and sustainability groups.

3. Discuss the relationship among program staff and unit engagement with other units or areas of the college.

Facilities Planning works very closely with other members of the Facilities team along with the senior staff of the college, Government Relations, Academic Affairs, Student Services and individual departments that are involved in planning new facilities.

F. Future Trends, Program Planning, Conclusions and Recommendations

1. Present any conclusions and recommendations resulting from the self evaluation process.

We need to develop additional ways of obtaining input and measurable data on the need for new facilities and user satisfaction with existing facilities.

Further work with internal college groups and state and local agencies to keep projects moving on schedule.

Develop future sources of funding for capital construction program.

2. Identify any issues or needs impacting program effectiveness or efficiency for which institutional support or resources will be requested in the coming year. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request support or resources through established channels and processes].

N/A

3. *If applicable, list additional capital resources (facilities, technology, equipment) that are needed to support the program as it currently exists. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request resources through established channels and processes].*

N/A

4. *If applicable, list additional human resources (staffing, professional development, staff training) needed to support the program as it currently exists. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request resources through established channels and processes].*

N/A

FUTURE TRENDS, PLANNING, RECOMMENDATIONS

5. Projecting toward the future, what trends could potentially impact the program? What changes does the program anticipate in 5 years; 10 years? Where does the program want to be? How is the program planning for these changes?

Through the Facilities Master Plan 2010 Update the bond construction program for the next 5 to 8 years is set. Beyond that the college community needs to plan for the next set of facilities to be needed in 10

years and beyond. After the current bond program is constructed there is no funding for future projects and little or no capital funding expected from the state. In a few years the District will have to evaluate the need for future construction funding and consider going back to the local taxpayers for another bond issue.

6. If applicable, list additional capital resources (facilities, technology, equipment) that will be needed to support proposed changes.

N/A

7. If applicable, list additional human resources (staffing, professional development, staff training) that will be needed to support proposed changes. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request resources through established channels and processes].

N/A

8. If applicable, note particular challenges the program faces including those relating to categorical funding, budget, and staffing.

N/A

9. Please use this field to share any information the program feels is not covered under any other questions.

N/A

G. Executive Summary

These fields to be filled out by the Program Review committee. Reports will be sent to the program and will be available on-line to populate relevant fields in the annual report and the next 6 year report.

Narrative

Commendations

Recommendations for Program Strengthening

Recommendations for Institutional Support

Resources, note on appendices etc.