

Chapter 5: Program Initiatives to Improve Performance

“How do you propose improving future performance?”

**When proposing an initiative(s), use the following structure for each initiative proposed:*

Funding for Part-time Coordination of Graphic Design Program Over Summer Months Priority: 5

➤ **Describe Initiative**

▪ *Why do it?*

There is a demonstrated need for program coordination in the summers. Since 1988 the coordinator has worked unpaid each summer (with one exception) to take care of the following program needs:

- a. Counseling students recently admitted into the GD program
- b. Counseling students who did not get accepted into the program
- c. Working with students and the Office of Enrollment to resolve graduation issues
- d. Meeting with college staff and vendors to solve equipment problems.
- e. Responding to requests and messages from LCC staff and administration
- f. Participating in new student orientations
- g. Meeting with part-time GD faculty
- h. Meeting with prospective students
- i. Responding to members of the local design and business communities
- j. Checking and responding to voicemail
- k. Checking and responding to email
- l. Checking and responding to mail
- m. Evaluating the transcripts of transfer students
- n. Meeting with drop-by students
- o. Processing paperwork submitted by students accepted into the second year of the program.
- p. Maintaining an alternate list for students waiting to get into the program

▪ *What will the product of this initiative be?*

This initiative will provide funding for part-time coordination of the graphic design program during the summer.

▪ *What is the need or intended use?*

1. To serve those students, staff, and community members who need to contact the coordinator during the summer.
2. To provide continuity for the GD program between spring and fall terms.
3. To prevent a backlog of work waiting for the coordinator when he returns in the fall.

▪ *Is it feasible?*

1. It is physically feasible to provide this coordination since it has been provided for over 15 years.
2. Whether it is economically feasible is something for the administration to determine.

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- *What would be the campus location of this request/project?*

The coordination will take place primarily in the coordinator's office (DRA 201 C/Building 18).

- *How many students (per year) will benefit?*

1. 25-30 students accepted into the second year of the program.
2. 15-20 students not accepted into the program
3. 3–5 students on the alternate list
4. Up to 150 other graphic design majors with questions or concerns
5. Up to 60 new students (in new student orientations)
6. An indeterminate number of other students

- *How will students benefit?*

1. Students will have an informed resource for their questions and concerns.
2. The program will be stronger and more coherent.
3. The coordinator will be more accessible in fall term, instead of being bogged down with three months of back work.

➤ **Describe the resources needed**

Money.

➤ **List the possible funding sources**

Can this project be partially funded?

Yes.

- *If so, what minimum cost?*

Any less than 50% funding wouldn't be worthwhile. 50% funding would necessitate a triage approach to the workload.

➤ **Provide ORG & PROG codes**

ORG=621400

PROGRAM=11200

➤ **How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's/Board's approved goals?**

Core Values

1. Foster a culture of achievement in a caring community
2. Cultivate a respectful, inclusive and accessible working and learning environment
3. Anticipate and respond to internal and external challenges in a timely manner
4. Foster an environment of respect, fairness, honesty and openness
5. Promote responsible stewardship of resources and public trust
6. Strategically grow learning opportunities
7. Minimize financial, geographical, environmental, social, linguistic, and cultural barriers to learning

How this project will promote these core values

The needs of the graphic design program and its students do not go away during the summer. Providing summer coordination will support students, minimize barriers to learning, and foster a respectful environment.

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How this project will promote Learning-Centered College Principles

Providing access to the program during the summer treats students as respected partners in their learning by acknowledging their concerns and needs. It improves learning by providing students the information and resources they need, when they need it so they can make intelligent and informed decisions about their education.

A Personal Note

It is, I believe, self-evident that the GD program and its students are better served when coordination of the program continues through the summer months. That is why I have voluntarily put in extra work over the summer over the past fifteen years.

A few years ago, however, the contractual problems concerning working without pay were brought to my attention and I was able to work with my division chair to assign my summer duties to others. Within a year, however, conditions surrounding management of our division changed and the strategy of the year before no longer proved viable.

As a result, I have seen my summer “workload” start inching its way up to its old levels. For contractual and personal reasons, I am no longer willing to work over the summers without compensation.

I am not making this request to boost my income. If someone else were willing and able to take over these responsibilities in the summer, I would be quite happy not to work at all. And if we are funded for the coordination and can find a qualified person to assume these duties, I would be all for it. Please, therefore, do not approve this allocation of funds to do *me* a favor. Nor would I be comfortable receiving compensation if other faculty across campus in a similar situation were not given equivalent compensation.

Thomas Rubick
Graphic Design Program Coordinator

For background information on this request, please refer to the attached memos.