

# Annual Program Review Form Fall 2012

To complete this form you will be "Looking at last year to plan for next year." Complete by December 7, 2012 to inform the College's plans and budgets for 2013-2014. Guidelines and other resources are available at this link: [www.ccsf.edu/program\\_review](http://www.ccsf.edu/program_review)

As you complete the form, please cite linkages to Board priorities and/or Board-approved college plans.

**Department:** Environmental Horticulture/Floristry  
**Contact Person:** Steven W. Brown AIFD CCF CSFA  
**Date:** December 1, 2012

Please check this box to certify that faculty and staff in your unit discussed the unit's major planning objectives: X

## 1. Description of Programs and Services and their Locations

Consistent with the City College Mission and Vision Statements the Environmental Horticulture and Floristry Department strives to provide:

- Best practices horticulture and floristry instruction that assists students achieve basic skills that are required for entry-level jobs to students of ALL age, ethnic and socioeconomic backgrounds desiring to enter the environmental horticulture and floristry fields.
- Instruction that incorporates SCANS competencies identified by the U.S. Department of Labor education. These are skills that employers need the most from their workers. SCANS skills are the predictors of success in workplace. Ref: <http://phred.dcccd.edu/~ttg/syllabi/scans.htm>
- Students with a full compliment of experiences in environmental horticulture, floriculture and floristry industries that prepare them to choose a career path.
- A variety of available courses that assist students in achieving certificates in Horticulture and Floristry.
- Services to students that assist them develop entrepreneurial careers in horticulture and floristry.
- Available courses to enhance or upgrade technical training and skills such as, sustainable/green practices for individuals currently employed in environmental horticulture and floristry industries.
- Provide a 2-year foundation in environmental horticulture and floristry for individuals desiring to transfer into a four-year university horticulture/design program. (i.e. UC Davis, Cal Poly San Luis Obispo and Pomona, etc.)

### Additional services or activities of great value to the college include;

- Outreach, recruitment and educational resources to the community i.e. Neighborhood Associations, Clubs, Groups and organizations.
- Horticulture and floristry products for CCSF special occasions and activities.
- Landscape services and maintenance.
- Landscape and plant consultation.
- Cooperate, coordinate and assistance to the campus gardeners.
- Staff development classes for the college community.
- Concurrent enrollment opportunities.
- Continuing education courses.

## 2. Please provide reflections on the data trends for your department. If you have additional data that you would like to provide, please also include that here.

Some of the data that has been provided to our department in this program is not accurate. We make these observations:

- \* in the last program review head counts and enrollments were given.
- \* the current Program review only headcount is given.  
     Enrollments are as important as headcounts.

- \* the numbers have been changed and we do not know why
- \* we do not have .95 FTEF in non instructional.
- \* we observe that department chair is counted twice, once as full time faculty and once as department chair
- \* we note that the department chair release time is doubled while no other personnel figures are
- \* we observe that FTES have remained fairly steady which has been difficult given the cuts that we have sustained
- \* we note that our FTEF instructional expenditures have declined due to one part-time faculty retirement.
- \* we note that four Org accounts are attributed to our department in the last program review
- \* we note that three Org are attributed in this program review
- \* we note that only one Org is used by our department

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Updated 10/15/12

Student, Personnel, Expenditures, and Productivity

Dept Name: Environmental Hort & Floristry	Orgn Codes: 7154,7155,7156		Academic Year				
			2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Students	Credit	FTES Regular	168.14	178.13	187.65	180.11	171.72
Students	Credit	Headcount	569.00	616.00	686.00	608.00	612.00
Faculty	Credit	FTEF Instructional	12.89	12.31	11.07	11.75	11.92
Faculty	Credit	FTEF Noninstructional	.40	.40	.46	.40	.95
Other Personnel		Dept Chair	.40	.44	.57	.60	.40
Other Personnel		Classified	1.21	1.20	1.20	1.28	1.35

**STUDENT CONTACTS, PERSONNEL, EXPENDITURES, AND PRODUCTIVITY**

E nvironmental Horticulture (7154,7155,7156,7255)		Academic Year				
		2005-06	2006-07	2007-08	2008-09	2009-10
Credit Students	FTE S Regular	159.39	155.55	166.47	178.83	188.53
	E nrollment	1,117	1,152	1,224	1,314	1,392
	Headcount	573	557	563	610	682
Credit Faculty	FTEF Instructional	6.24	6.34	6.45	6.15	5.54
	FTEF NonInstructional	0.22	0.20	0.20	0.20	0.23
Other Personnel	FTEF Chairs	0.40	0.40	0.40	0.43	0.57
	FTEF Administrator					
	FTEF Classified	1.21	1.07	1.21	1.20	1.20

- \* We observe that our student GPA has increased by 1.0 over last program review figures by most age groups.
- \* We observe that ethnicities enrolled show an increase in GPA overall showing that we are working toward closing the equity gap.
- \* We observe that Women in our department tend to have higher GPA's (3.21) than men (2.86). And they complete at a higher rate (71% vs. 64%).
- \* Completions in floristry are difficult to measure on banner because our certificate is not inventoried with the state. Currently we average between 10-15 Floristry department certificates awarded each year. These are awarded and managed by the department chair.
- \* Most of our students pay for their classes, some are granted BOGG waivers. Of those receiving BOGG 74% completed and 58% did not.
- \* students receiving BOGG tend to have lower GPA's (2.75) than Students that pay (3.27)
- \* Consistent with the College Mission and Vision Statement we encourage diversity and the ethnicity of students enrolling in our department is varied, welcomed and respected
- \* Our international Student population is not reflected in the data provided, but we note that we are recovering from the downturn we had when 911 occurred. At that time we lost nearly all International Student enrollments. Currently there are 10 international students in Floristry and 6 in Horticulture.

\* We observe that our Horticulture certificate completions have increased exponentially and numbers shown are more accurate than in previous reports because the certificates are now issued and tracked by the School.

All of these statements are supported by the figures that are presented on the program review pages we received.

It's very difficult actually, demeaning, to be required to present plans or proposals that will be used to determine the future of a budget, program or department, when the data and information fail to present true numbers, or the data becomes altered from year to year. We were never consulted about any changes that were being made to the data.

In spite of repeated questioning and promises of explanations Administration cannot/has not answered questions regarding accounts of expenditures that are attributed to the department. Therefore we are unable to comment or analyze accurately, our budget numbers.

Several factors have contributed to the strong enrollments in the Horticulture/Floristry Program. External factors such as the high unemployment rate, media emphasis on the 'Green Economy', water and energy efficiency and sustainable living have all resulted in greater interest and enrollment in Horticulture courses.

### **3. Please describe any internal or external developments affecting your department since the last program review.**

All Faculty remain extremely active in many industry and community organizations. There are a few impressive examples of projects below that we all participate in and work on to represent the department and school on an annual basis. The Department Chair maintains records and documents of all events as much as possible. These can be viewed in the Chairs office and more recently on Facebook at:

<http://www.facebook.com/groups/186328004749878/> and <http://www.facebook.com/groups/175034279282215/>.

\* One of the most satisfying developments for our department has been the implementation of an apprenticeship program with the City of San Francisco; this collaborative effort between the Labor Union, the City of San Francisco and it's major entities like DPW, Recreation and Parks Department, the Department of Public Health and the Horticulture Department, has been very successful and has been very rewarding to our students and our faculty. This apprenticeship is bringing additional FTES to our department each semester and is also provides a conduit of communication with CCSF that hasn't happened in decades.

This program was the result of two years of voluntary work on the part of our department chair. He continues to coordinate this project at no extra pay. This is significant because all other apprenticeship programs at the College has a full time faculty Coordinator.

See examples and view more information at: [LiUNA!, 261/City and County of San Francisco Gardener Apprenticeship](#)

\* The first ever **The Pitschel Prize** writing contest was held in our department by the California Horticulture Society. This contest involved writing a one thousand word essay on Horticulture and the environment. It involved prize money and the opportunity to be published in the World Class publication Pacific Horticulture Magazine. Student Zann Cannon-Goff won and has been published!

This was made possible because Zann's winning article was about his life-changing volunteer work done on Alcatraz.... and was a direct result of a project requirement for OH 76 & 77. Instructor Charmain Giuliani gave a presentation on the "Flowers of Alcatraz", that inspired Zann to prepare a presentation on Alcatraz for the class and write his essay. The article, prize and magazine can be viewed online at:

<http://www.pacifichorticulture.org/contributors/zann-cannon-goff/>

<http://www.pacifichorticulture.org/articles/the-pitschel-prize-2/>

We have just received word that the contest has been funded for a send term!

\* Our Department worked with Concert and lecture Coordinator Stephanie Lyons and the California Horticulture Society to present a guest speaker to the college community. The speaker was chosen and sponsored by the Society. The topic, "Steppe Sisters", was presented by Panayoti Kelaidis of Denver Botanical Garden. The evening event included a tour of the campus landscapes, a dinner for 36 club members followed by the program. A record 100 Society members and students attended. Our Chair continues to cultivate a rewarding, beneficial relationship and he has become a life member at his own expense. View more information at: <http://www.calhortsociety.org/>

Our newest full time faculty member attended the National Symposium in Miami Florida with five of our students that competed in the AIFD National Student Competition. They won top honors! See more at this link: [www.aifd.org](http://www.aifd.org) and at: <http://www.facebook.com/jenny.tabarracci>. Florist's Review Magazine, September 2012 issue has highlighted CCSF student and named our department.

\* All Retail Floristry Instructor's, Floral Designs were published in the book: Bouquets to Art at the de Young Museum by Pamela J. The book is a photographic journal of floral designs that are presented each year at the deYoung Museum in Golden Gate Park. See more at: <http://www.facebook.com/pages/Bouquets-to-Art-the-de-Young-Museum-of-San-Francisco/53216962727>  
<http://www.famsf.org/>  
<http://www.pamelajphotography.com/index.php#mi=2&pt=1&pi=10000&s=0&p=0&a=0&at=0>

\* We have developed a new association with the San Francisco Orchid Society. This group heard so much bad publicity they wanted to help our department. Our chair worked with volunteer Students to answer questions and promote the School. More information and photos can be seen at:  
<http://www.orchidsanfrancisco.org/orchidsinthepark.html>

**4. Summarize overall departmental directions taken as a result of the assessment of learning outcomes. If your unit does not offer courses or direct service to students, summarize improvements made based on the assessment of your administrative unit outcomes.**

\* We are working to rewrite our course outlines, and update them to current formatting and incorporate Student Learning Outcomes.

\* The accreditation show cause report has dictated that we focus on Student Learning Outcomes, which have been completed and are about to be assessed.

\*Mapping our Program Learning Outcomes is finished and now we wait approval of the Curriculum committee.

\*We have set up and populated a robust SLO website.

\* Faculty have developed their assessment tools and will be implementing them as we prepare for finals.

\*All assessment reporting is a cooperative exercise on the part of faculty and the Chair is currently acting department SLO Coordinator.

**5. Summarize your department's progress to date on the major planning objectives identified in the last program review (excluding progress already cited in #4).**

\* We have made progress in upgrading and implementing 3 project areas that we received grant funds for from the San Francisco Garden Club.

1) We have nearly completed our reading/formal garden area.

2) Our Horticulture Library has been inventoried and we are looking for a librarian to assist with labeling and shelving a now extensive collection.

3) our student greenhouse rebuild is complete and it is re occupied.

\* We have also worked extremely hard to replace 13 landscaped areas that our department installed over a 45 year period that was destroyed with the court ordered ADA work.

\* We have contributed an estimated \$500,000.00 of landscape service to the schools developed areas.

**6. Assuming a status quo budget for your unit, indicate your department's major planning objectives for next year (2013-14). Include objectives that utilize status quo resources as well as objectives that do not require new resources.**

\* In order to promote successful learning will continue work on our SLO's, PLO's and will keep our website up to date.

\* We will continue to participate in industry activities as much as possible to provide unique and valuable learning experiences for our students.

\* With salary reductions and no support from the school for staff development this is becoming increasingly difficult but necessary to deliver effective learning opportunities to our students.

\* We will resume work to update our course outlines and promote successful learning and student achievement to meet the needs of our diverse community.

\* We will continue our outreach/recruitment efforts to keep our enrollments high, increase productivity and efficiencies.

\* We will update our courses to incorporate changes to title five.

\* We will continue to work on restoring campus areas as much as possible providing real-life learning opportunities to our students.

**7. If your department faced a reduction in your overall departmental budget for next year (2013-2014), indicate the changes that would be made to the delivery of courses and/or services to adjust to the new allocation.**

We are currently operating with a skeleton crew, and minimal supply budget. Our courses require limited class size due to safety factors. Our FTEF runs from 14-17%. This figure is consistent for our industries. We are a labor intense industry most Horticulture and Floristry Businesses have to operate at this labor level. Efficiency averages for other departments are often much higher. Some are lower because they don't have lab factors involved.

We are currently only offering credit courses required for certificates, majors and transfer students.

**Further reductions would result in**

- lay-offs of part time faculty
- full time faculty would teach more overload
- 
- prioritization of the courses offered would be determined by full time load requirements
- less frequency of the course offerings
- 
- consolidation of course offerings
- 
- all services to other college departments would be cut
- students will enroll in classes at other colleges
- industry and community outreach would cease
- Jobs will not be directed to students

**Consequence**

- loss of specialty learning opportunities for students
- lower effective, quality learning experiences Student safety would be compromised
- rather than student need
- fewer and slower certificate completions would be possible
- multiple skill levels in the same classroom would divide the attention of the instructor, compromise student safety by causing overcrowded situations.
- students lose real life learning opportunities
- School loses FTES
- School loses Community support and involvement
- Students will lose opportunities to earn and learn

**8. If additional funds become available, indicate your department's top priorities for resource allocation. Include new projects and/or requests to reverse specific reductions made during the last few years of fiscal austerity. Put your projects in order of priority. Add additional projects as necessary, including indication of priority order.**

**First Priority**

This is a new request  
Reviews

We initially made this request in our 1999, 2001, 2002, 2006, 2010 Program

**Project Title:**

***Replace our bungalow and/or remodel our facility***

**Brief Project Description:**

Insert description and include specific links to college plans: The bonds of 2001, 2005, and 2009 included funds of approximately \$500,000.00 that were intended to remodel our bungalow. The money was used elsewhere. We lost 3 storage facilities and our Bungalow was condemned. We are down a classroom facility and 3 storage areas making our department unsafe for students. Currently we are forced to store gasoline powered equipment in classroom areas, pesticides in refrigerators and, transport equipment in greenhouses. Consolidation of these functions in a single location, with the potential for co-location with related activity and socialization facilities, is needed to efficiently and effectively meet the increasing demands for student development SLO's, PLO's and improvements to student life in our department. We are finding it increasingly difficult in our limited inefficient unsafe facility.

[http://www.ccsf.edu/Annual\\_Report/](http://www.ccsf.edu/Annual_Report/)

<http://www.ccsf.edu/MP/main.shtml>

**Timeline:** Insert timeline: we've been waiting for over 12 years. This should happen ASAP  
**Rationale:** Bond funds that were approved by the voters of San Francisco but never allocated to our department. Our building needs renovation and our bungalow is condemned. If we are able to improve our facility, we can focus on education delivery and student health and safety.

**Links to Priorities/Plans:** Insert links to Board Priorities and/or Board-Approved College Plans **BPP 1 & 3**

**Staffing Needs:** 0

**Equipment Needs:** 0

**Supply Needs:** 0

**Facility Needs:** \$1,000,000.00 by today's standards.

**Request for Additional Units:** 0

### Second Priority

This is a new request       We initially made this request in our all Program Reviews

**Project Title:** *Funding to rebuild our rapidly deteriorating, nearly 60 year-old greenhouse facilities (Perhaps a Perkins Proposal)*

**Brief Project Description:**

- Insert description and include specific links to college plans
- In order to allow our students to experience real life situations and achieve certificates and career skills needed for success in the workplace, our facilities need to be modernized and up to date. They also need to be safe. Our greenhouses have outlived their useful life and are unsafe. This is evidenced by the last three state surveys conducted at the College.

**Timeline:** Insert timeline ASAP

**Rationale:** Insert rationale **student safety**, successful learning and student achievement

**Links to Priorities/Plans:** Insert links to Board Priorities and/or Board-Approved College Plans **BPP 1 & 3**

**Staffing Needs:** Insert staffing needs (e.g., classified, reassigned, lab aides) and approximate costs

**Equipment Needs:** 0

**Supply Needs:** 0

**Facility Needs:** Insert facility needs, if any, and approximate costs \$75,000.00-100,000.00

**Request for Additional Units:** 0