

November 25, 2013

TO: Dr. Dianne Van Hook, Chancellor
Edel Alonso, President, Academic Senate

FROM: Wendy Brill–Wynkoop, Jerry Buckley, Co-Chairs, Academic Staffing

CC: Academic Staffing Committee Members

RE: Academic Staffing Committee recommendations

Attached are the recommendations of the Academic Staffing Committee for New Full-Time Faculty positions for presentations in fall, 2013. They are categorized into four groups of descending priority, but within those categories they are listed in alphabetical order.

In making these recommendations, the committee sought the input of department chairs, deans, and related district offices. We looked at both the individual proposal merits, as well as how closely aligned the requests fit into the larger, overall goals and mission of the District. Also, attached to this email are copies of all planning documents and presentation handouts the committee referenced during this process.

The committee shared with the District community that this recent set of proposals was limited to NEW positions, as the committee reviews and maintains a list of VACANT positions through a separate process. We also identified that this list of new recommendations for hire 2014-15 would expire in one year in line with the Educational Master Plan (see attached Academic Staffing Committee - Recommendations for New Faculty Positions 2012-15). As per our committee procedures, we will have call for New Faculty Positions every fall semester.

The committee reviewed presentations from the departments of Chemistry (one position), Counseling (two positions), Earth Science (one position), English (two positions), and Physical Education (one position). The committee ranked the positions of Earth Science, English, and PE in the Recommended category. The committee chose to review and update the ranking of three new requested positions - two Counseling positions were moved up to the Urgent category as well as an English position moved up to Strongly Recommended category. The committee chose not to rank the Chemistry position.

The committee understands that these are recommendations, and that you decide what positions will be forwarded to the Board of Trustees. However, if you have any questions or concerns with these group rankings, we are happy to share with you the thought process behind the committee's recommendations, as well as to hear any of your concerns.

(Recommendations on following page)

**Academic Staffing Committee - Recommendations for
New Faculty Positions**

Three-Year List 2012- 2015

All recommended positions "sunset" or removed from list if not moved to Board for Authorization to hire by spring 2014 (Faculty hired and in place for the 2014-15 school year)

Updated 11/25/2013

| Urgent | | Placed on List | Authorization for Hire |
|--|--|-----------------------|-------------------------------|
| <i>List in alphabetical order</i> | | | |
| Anthropology | Anthropology - Generalist | Spring 2013 | |
| Comm. Studies | Communications Theory Generalist | Fall 2011 | |
| Counseling | Counselor Generalist | Spring 2013 | |
| Counseling | Counselor Generalist - CCC | Fall 2011 | |
| Counseling | Counselor - Veterans | Fall 2011 | |
| English | English Generalist (first position) | Fall 2011 | |
| Library | Librarian - Technical/Online Services | Spring 2013 | |
| Math | Generalist –Statistics | Fall 2011 | |
| Nursing | Nursing Instructor #1 | Fall 2011 | Hired Fall 2013 |
| | | | |
| | | | |
| Strongly Recommended | | | |
| <i>List in alphabetical order</i> | | | |
| Architecture | Architectural Drafting & Technology | Fall 2011 | |
| Culinary Arts | Café | Spring 2013 | |
| English | English Generalist (second position) | Fall 2011 | |
| Library | Librarian - Outreach/Reference | Fall 2011 | |
| Nursing | Nursing Instructor #2 | Spring 2013 | |
| Philosophy | Philosophy Instructor | Spring 2013 | |
| Sociology | Sociology - Research Methods/Generalist | Spring 2013 | |
| Theatre | Technical Theater Instructor | Fall 2011 | |
| Welding | Welding Instructor | Fall 2011 | In Process of Hiring |
| | | | |
| | | | |
| Recommended | | | |
| <i>List in alphabetical order</i> | | | |
| Biology | Biology - Cell, Molecular, & Microbiology | Spring 2013 | |
| Biology | Biology- Anatomy & Physiology | Spring 2013 | |
| CIT | Core CIT - Medical Office Admin Procedures | Fall 2011 | |
| Culinary Arts | Catering | Spring 2013 | |
| Earth, Space, and Environmental Sciences | Geology/Geography/GIS | Fall 2013 | |
| English | English Generalist (three position) | Fall 2013 | |
| English | English Generalist (fourth position) | Fall 2013 | |
| Math | Generalist –Statistics (second position) | Fall 2011 | |
| Physical Education | Woman's Soccer Coach | Fall 2013 | |
| Political Science | Political Science Generalist | Spring 2013 | |
| Sociology | Sociologist - CCC | Spring 2013 | |
| | | | |
| | | | |
| Not Ranked | | | |
| <i>List in alphabetical order</i> | | | |
| Biology | Biology - Organismal & Environmental | Fall 2011 | |
| Chemistry | Chemistry - Generalist | Fall 2013 | |
| CIT | Core CIT - Windows OS, Web | Fall 2011 | |
| Comm. Studies | Comm. Theory Generalist/Forensics | Fall 2011 | |
| Counseling | Financial Aid/ISP (categorical funded) | Spring 2013 | Hired Fall 2013 |
| Dance | Commercial Dance | Fall 2011 | |
| Fire Technology | Fire Technology - Generalist | Fall 2011 | |
| MLT | Medical Lab Technician Instructor | Fall 2011 | |
| Music/MEA | Commercial Music Multimedia Instructor | Fall 2011 | |
| Nursing | Nursing - Skills Lab | Fall 2011 | |
| Sociology | Sociology Criminology | Fall 2011 | |
| TLC | Asst. Director TLC- CCC | Fall 2011 | |
| | | | |
| | | | |
| Withdrawn by Department as Faculty position | | | |
| Student Health Center | Nurse Practitioner (categorical funded) | Spring 2013 | |

11/12/13

Academic Staffing Committee

Call for New Faculty Presentation

The Chemistry department is requesting a new faculty position for Chemistry Instructor. The new Chemistry Instructor will teach lecture and lab for Introductory, General, and Organic Chemistry. The Chemistry Instructor will help develop new instructional materials, work with instructional and stockroom staff on instrumentation (NMR, IR, and GC) implementation, and will be the coordinator for chemistry laboratory instruction at the Canyon Country campus.

The Chemistry Instructor position is important to the mission of the college to grow and support our transfer program, and is particularly important to the expansion of the science curriculum at the Canyon country campus. Currently no chemistry classes are taught at Canyon Country but with the construction of a new Science building there will be a need for a dedicated, full-time chemistry faculty member at that campus. All COC chemistry classes have a lab component and the Canyon country site will require a stockroom, storage, and waste facilities. Over the last four years, the Valencia campus has increased the number of sections of chemistry classes from 37 to 51 (+38% increase). The department has increased the number of adjunct faculty by +54% and full-time faculty overload has increased by +243% to cope with the growth in chemistry instruction at the Valencia campus alone. A new Chemistry Instructor will have more than enough sections to teach at Valencia while becoming familiar with various chemical handling issues required for different sections.

The Chemistry department has undergone 46% FTES growth for the last four years. The department has a 243% increase in overload over the last four years, with a 54% increase in adjunct faculty. Chemistry currently has a FTEF of 10.4. These projections indicate that the department can justify and will be able to fully utilize a new FT chemistry faculty member at the Valencia campus. With the anticipated expansion of the science program at the Canyon Country campus a new full-time Chemistry position will be needed to successfully launch this expansion. Coordination of existing chemistry instruction at the Valencia campus coupled with new instructional laboratory facilities at the Canyon Country campus make this new faculty position vital for future growth and success on both campuses.

The hiring of adjunct chemistry instructors is very difficult due to a small pool of applicants in spite of marketing of, and networking for, new graduates in Chemistry. The industrial employment market for chemists remains strong nationally, and it is difficult to compete for potential applicants. According to Program Data the Chemistry department's Adjunct Faculty staffing has increased 54% over the last four years. The percent of Chemistry faculty who were Full-time has dropped from 56% to 38%, again supporting the reason to hire a Full-time chemistry instructor.

The Chemistry department has experienced documented growth over the last four years in number of sections taught and number of students served. The chemistry department provides instruction of classes vital to, and required for, Biological Sciences, Nursing, Engineering, Environmental and Physical Sciences. Demand for STEM majors is projected to increase in the foreseeable future and the demand for chemistry instruction will be a major part of this projected growth. For these reasons I respectfully request your consideration of funding for a new Faculty position in chemistry.

To: Academic Staffing Committee
Date: November 12, 2013

From: Garrett Hooper
Re: Request for 2 New Full-time Counseling Faculty Positions

| | |
|---|---|
| Program Description | The Counseling Department is unique as it provides both services and instruction. It provides educational, career, and personal counseling in a variety of delivery methods including individual private appointments, online and in-person consultations, and group workshops. The Department offers ten counseling courses. Counseling faculty respond to students in crisis, make referrals to appropriate services and agencies, consult with university representatives, perform intervention strategies with students in academic difficulty, complete specialized tasks related to the evaluation of student transcripts and the customization of degree audits, request major course substitutions, and spend time documenting in detail all student contacts on the SARS Grid database. During the 2012-13 AY Counselors met with 6,253 students and developed 3,628 student educational plans. There were also 1,928 students that attended workshops and 3,257 drop-in contacts. |
| Connection to College Mission | The mission of the Counseling Department is to support student success and help students achieve their educational and career goals. <u>Basic Skills:</u> We teach academic skills so students learn to study effectively and achieve college success. <u>Transfer:</u> We prepare students for transfer to other colleges and universities informing them of transfer admission requirements, major preparation requirements, and appropriate general education courses. <u>CTE:</u> We prepare students for the world of work and the attainment of their career goals through career assessments and career exploration strategies. |
| Title of Positions Requested | Position 1: FT Generalist Counselor - Valencia Position 2: FT Generalist Counselor – Canyon Country |
| Job Description(s) | These full-time Generalist Counselor positions would provide needed services to all students and teach counseling courses at both Valencia and/or Canyon Country Campus. |
| Program Review Data | <i>Current FT faculty:</i> 9 Generalist Counselors: 1 at CCC, 1 at reduced hours (80%), 1 at 60% teaching load, and 2 receive release time for Chair (40%) and Academic Senate President (50%). Since 2010, we have experienced a reduction in the number of adjunct faculty providing counseling services from 7 to 3 adjuncts (2 at CCC and 1 at Valencia), a reduction in on-line counseling, as well as a reduction in budget, hours, faculty and support staff. Counseling appointments are in high demand and with limited personnel it is a continuous challenge. |
| Department Staffing History | In fall 2011, the Counseling Department had 1 new FT Counseling Faculty position for CCC placed on the <i>Recommended</i> list by the staffing committee. In Spring 2013, the Counseling Department had 1 new FT Counseling Faculty position for Valencia placed on the <i>Strongly Recommended</i> list. To date, neither position has been funded. In 2012, the department requested replacements for 2 Counselors who retired June 2012. These positions remain unfilled. At the conclusion of the fall 2013 semester, two additional Counselors will resign. The Counseling Department cannot continue to offer services at the same level and quality with limited personnel. |
| Counselor: Student Ratio | As of Fall 2013 the counselor: student ratio is 1:1799 based on a 16,052 unduplicated student headcount from Institutional Research, excluding ISA's and student athletes. Athletes are excluded as they are the only population seen exclusively by their designated Counselor; all other special populations, while having their own designated Counselor(s), are also able to see Generalist Counselors, and do so on a regular basis. This ratio reflects the number of full-time counselors on reduced schedules, as well as adjunct counseling faculty. This student headcount only reflects enrolled students, and does not take into account applicants and potential students. Counselors meet with all students to create student educational plans. |
| Addresses Regulatory/Legal Compliance Issues | The Student Success Act of 2012 (SB 1456) has already begun to impact the resources of the Counseling Department as we prepare for the implementation of statewide mandates during the fall 2014 semester. The Department anticipates that by-products of SB 1456, including reorganized enrollment priorities and mandatory orientation, assessment, and first-semester education plans, will drive new students into the Counseling Department in record numbers. The requirement that students possess a comprehensive educational plan is also a pending state-wide mandate that the Department must anticipate and prepare for, in part, by increasing the number faculty and staff available to serve our students. |

English Department New Positions: 2 Positions Requested

Connection to Mission: Transfer and Basic Skills

Brief Job Description:

Teaches a full load of courses, including both basic skills and transfer level courses, and upholds other typical faculty responsibilities. Desirables to include experience teaching at both transfer and basic skills levels; and specialty in Rhetoric and Composition/Professional Writing/MultiModal Composition and early British Literature.

Program Review Data:

The English department continues to show healthy enrollments with **853 in 09/10, 896 FTES in 10/11, 957 FTES in 11/12, and 1,007 in 12/13**, which represents an increase of **18% increase**, with an average class size of 32, **with FT faculty down 11%**.

Staffing History and Two Positions Requested:

- The English Department had two new Generalist positions hired in Spring 2013 to replace Ayers (with Voth) and D'Astoli (Kaiserman).
- Pescarmona's newly vacated position (Summer 2013) *needs a replacement*—position requested in Oct. 2013.
- **Brezina's position (vacated in summer 2012)** was recommended for replacement in 2012 by the Academic Staffing Committee but was not sent forward for authorization to rehire. **Beda (resigned in Spring 2012)** was reviewed in Spring 2012 and was not recommended for rehire by the Staffing Committee.
- Even with the two replacement hires in Spring 2013 (Voth and Kaiserman), English department will continue to show a decrease in FT faculty over the last decade despite tremendous growth college-wide. Hence, the Department has an urgent need for **TWO new positions**.

Additional Information:

- **Improves Adjunct/Fulltime Ratio:** The data provided includes FT faculty from departments other than English as well as overload. When the courses taught by FT department members as part of their regular load is considered, the percentage of sections taught by FT decreased tremendously: **63% in 09/10, 60% 10/11, 53% in 11/12, 44% in 12/13, and 36%, for Fall 2013.**
- **Difficulty in Securing Quality Adjuncts:** Hiring and retaining quality adjuncts has proven to be *very* difficult especially in the past year due to our relatively large composition class size and lower pay as compared to other colleges in the area.
- **Addresses Regulatory/Legal Compliance Issues:** SB 1143 (Liu) and the Recommendations from the Student Success Taskforce indicate a shift towards requiring the completion of basic skills coursework and remediation in the first year. In Fall 2011, there were over **700 students on waitlists** for English classes, including over 300 on waitlists for basic skills classes. To meet the demands of this expectation, additional FT English faculty will be needed.
- **Meets an Important Employment/Job Market Demand:** The current job market demands employees that have strong communication and writing skills, curiosity and creativity, and the ability to “re-engineer” themselves when needed to adapt to the changing workplace (Forbes Magazine, 2010). English fosters all of these skills and produces graduates that are well-equipped for today's changing job market. In addition, the Department is developing an emphasis in **Professional Writing** that would address needs in CTE programs.
- **Supports Student Success:** According to a Summer 2009 survey conducted by the English Department and Institutional Research, only 57% of the respondent reported feeling confident in their writing skills. Further, research conducted by the Office of Institutional Research in April 2009 illustrates that students have success rates up to **18% higher in basic skills courses taught by full-time faculty** as opposed to those taught by part-time faculty.
- **Assists with Coordination of Programs:** In order to continue to lead and innovate, the department needs additional FT members. There is a particular need for additional expertise in specialized areas, such as Rhetoric and Composition/Professional and Technical Writing/Multimodal Composition and early British Literature.

Title of New Faculty Position: Geography, Geology, and GIS Instructor

Relation to College Mission: This new full time faculty position would serve the colleges General Education, Transfer, and CTE missions.

Job Description: The faculty member would teach courses in geography, geology, and geographic information systems (GIS). The candidate selected for this position would also serve as the lead faculty member for GIS and geospatial technologies and would be charged with developing these courses and programs further. The new faculty member would also serve as a resource to students who wish establish geosciences related clubs and for students wishing to pursue a careers and/or higher level degree in geology, geography, GIS, and other geospatial technologies.

Program Review Data

| 2012-2013 | Geography | Geology | Combined | Chemistry | Biology | COMS | Philosophy |
|---------------|-----------|---------|----------|-----------|---------|--------|------------|
| FTES | 81.06 | 84.35 | 165.41 | 341.81 | 633.8 | 314.02 | 203.83 |
| WSCH | 2,431 | 2,530 | 4,961 | 10,254 | 19,007 | 9,420 | 6,115 |
| FTEF | 2.5 | 2.5 | 5 | 10.4 | 18.5 | 10.4 | 6.5 |
| FT Faculty | 1 | 0.4 | 1.4 | 3.9 | 7.5 | 3.9 | 1.8 |
| Overload | 0.2 | 0.1 | 0.3 | 0.6 | 1.1 | 0.7 | 0.3 |
| Adjunct | 1.3 | 2 | 3.3 | 5.9 | 9.9 | 6.4 | 4.4 |
| % Full Time | 40% | 17% | 28% | 38% | 41% | 32% | 27% |
| Instructional | | | | | | | |
| Load | 496 | 506 | N/A | 494 | 514 | 452 | 473 |
| Sections | | | | | | | |
| Taught | 27 | 25 | 52 | 51 | 118 | 103 | 65 |

Staffing History of Department:

From the College's opening until 2001 there was one fulltime instructor teaching both Geography and Geology. In 2001 a second fulltime faculty member was hired with qualifications both in Geography on Geology. In 2007 the original full time faculty member of the department retired and a new full time faculty member was hired. Today there are two fulltime faculty in department with one taking the lead in Geography and other in Geology.

Additional Information:

A new fulltime geography/geology instructor would increase the ratio of adjunct to full time faculty in both the geography and geology disciplines. This would increase the ratio so that it is more comparable with other departments at College of the Canyons with staffing positions recently approved.

The new faculty member would be the lead for GIS and geospatial technologies curriculum. Currently there are no fulltime faculty members in the department with the qualifications to teach or more comprehensively develop the GIS and geospatial technologies curriculum. The new faculty member would also develop ways to incorporate GIS and geospatial technologies into other course both within the ESES department as well other departments with allied interests making COC's curriculum more technologically innovative and making COC's students more competitive in the workforce.

The addition of a faculty member with these discipline qualifications would make COC and the ESES department very competitive and technologically innovative as for very few community colleges have a fulltime faculty member teaching GIS.

Finally the new faculty member would help the department better accommodate growth in the coming growth cycle reducing the strain on the multidisciplinary ESES department.

Vincent Devlahovich

Chair: Earth, Space, and Environmental Sciences Department

Academic Staffing Presentation

- 1 Physical Education Instructor/Head Women's Soccer Coach
- 2 To intensify our female student athlete transfer rate and the number of scholarships
- 3 To help us become more compliant with Title 9 regulations
- 4 The successful candidate will teach a full load of general activity and lecture courses in Physical Education as well as plan, develop, coordinate, administer and evaluate all services, functions and programs relevant to the athletic success of the Women's Soccer program
- 5 The number of Full-Time instructors is 8 and the number of current Adjunct is 16, the last hire was 2007
- 6 One our original goals of Program Review was to have full-time instructors for all of our athletic teams

| FTEF | | | | | WSCH | | | | |
|------------|------------|------------|------------|----------|-------------|-------------|-------------|-------------|----------|
| FTEF 09/10 | FTEF 10/11 | FTEF 11/12 | FTEF 12/13 | % Change | WSCH 10-Sep | WSCH 11-Oct | WSCH 12-Nov | WSCH 13-Dec | % Change |
| 754.96 | 740.43 | 721.39 | 697.15 | -8% | 22,649 | 22,213 | 21,642 | 20,915 | -8% |

| FTEF | | | | | Full-Time | | | | |
|------------|------------|------------|------------|----------|--------------------|---------------------|---------------------|---------------------|----------|
| FTEF 09/10 | FTEF 10/11 | FTEF 11/12 | FTEF 12/13 | % Change | Full Time FTE 9/10 | Full Time FTE 10/11 | Full Time FTE 11/12 | Full Time FTE 12/13 | % Change |
| 17.8 | 17.3 | 17.6 | 17.9 | 1% | 9 | 9.9 | 8.7 | 8.8 | -3% |

| Overload | | | | | Adjunct Faculty | | | | |
|-------------------|--------------------|--------------------|--------------------|----------|------------------|-------------------|-------------------|-------------------|----------|
| Overload FTE 9/10 | Overload FTE 10/11 | Overload FTE 11/12 | Overload FTE 12/13 | % Change | Adjunct FTE 9/10 | Adjunct FTE 10/11 | Adjunct FTE 11/12 | Adjunct FTE 12/13 | % Change |
| 3.5 | 2.4 | 3.8 | 3.9 | 11% | 5.3 | 5 | 5.2 | 5.3 | -1% |

| % of Faculty Who Were Full-Time | | | | Instructional Load | | | | |
|---------------------------------|---------------------|---------------------|---------------------|--------------------|------------|------------|------------|----------|
| % Full Time (9/10) | % Full Time (10/11) | % Full Time (11/12) | % Full Time (12/13) | Load 9/10 | Load 10/11 | Load 11/12 | Load 12/13 | % Change |
| 70% | 71% | 71% | 49% | 654 | 643 | 613 | 583 | -11% |

| Sections Taught | | | | |
|-----------------|-----------------|-----------------|-----------------|----------|
| Sections 10-Sep | Sections 11-Oct | Sections 12-Nov | Sections 13-Dec | % Change |
| 191 | 176 | 182 | 189 | -1% |

*Note that we have not listed the Health Science Data. We offer an average of 20 sections of Health-100 every fall and spring semester and 10 sections every winter and summer. These sections are taught by the Physical Education Department and usually are full with a waiting list.