



Non-Instructional Position Request Form
2015-2016

Range 19
2015-01

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Administrator – Dean of Academic Services
Division/ Unit: Academic Services

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- ☑ New position: # of 40 hours per week, # of 12 months per year.
☐ Increase an existing funded position: from: ☐9, ☐10, ☐11 month to: ☐10, ☐11, ☐12 month
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
☐ New categorically funded position: (will be presented as information only & not ranked)
# of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

The person in this Dean position reports to the Vice President, Academic Services. Las Positas College currently serves over 7000 Full Time Equivalent Students (FTES) or 12,000 students by headcount. These students enroll in courses across three Academic Services Divisions – ALSS, BSBA, and STEMPS. The Divisions house 78 different disciplines, athletic teams and a theater, plus academic services areas including the Child Development Center, the College Computer Lab, and the Library. Together the three academic services divisions employ 99 full-time faculty, 38 classified professionals, and over 400 part-time faculty. An additional Academic Services Dean position is necessary, because the current size and breadth of the Academic Services Divisions are unmanageable.

a. Give some historical perspective of the changing workload over a 3-5 year period:

Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Las Positas College had four Academic Services Divisions prior to summer 2012. In spring 2012, one of the Academic Services dean positions (Dr. Janice Noble, Dean of Business, Computing, Applied Technology, and Social Sciences) was vacated. Rather than replacing that dean, the college consolidated the four Academic Services divisions down to three as a cost savings measure. Academic Services has tried to manage with only three divisions, but the number of students and faculty served is too large. The Academic Services Divisions are currently unable to conduct basic services and provide the level of excellence that we would like.

Compared to similar bay area community colleges (comparable size college within 2 college districts), Las Positas College is understaffed in the Academic Services Dean area

- Mission College – 4 Academic Services Deans plus 7 Academic Division Chairs
• College of San Mateo – 6 Academic Services Deans
• Skyline College – 7 Academic Services Deans plus 1 Athletic Director
• Laney College – 4 Academic Services Deans
• Additionally, Chabot College (which is slightly larger than LPC) – 6 Academic Services Deans

This year alone, each dean has absorbed an average of 4 additional FT faculty and next year will be more.

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-
- a. The large number of disciplines and personnel is currently spread out among only three divisions. Each Dean carries out all the administrative, supervisory, and communication/outreach efforts for the Division. The Dean is responsible for the budget, including monitoring expenditures and operations; enrollment management; scheduling and staffing classes; coordinating CTE programs; developing draft agreements, partnerships, and grants; supervising and evaluating classified professionals; working with fellow administrators to achieve institutional goals; supervising and collaborating with faculty in curriculum planning and development, program review, and SLOs; resolving student, staff and faculty complaints; evaluating untenured, tenured, and part-time faculty; organizing, administering, and hiring faculty and classified positions; reviewing load sheets and assignment sheets for all faculty; and building and supporting collaborative partnerships with the community and local industry. Deans also serve on shared governance committees. There are currently 12 college committees, 4 District committees, and numerous college and District taskforces that require Academic Services Dean participation. With only 3 Academic Services Deans, a Dean typically is assigned to serve on 3-4 shared governance committees. A Dean simply cannot regularly attend and provide a high level of service and attention to this many shared governance committees. Deans are also responsible for both faculty and classified hiring committees for their Divisions. This can equate to an additional 5-9 committees per year. Deans also serve on accreditation teams. All of these committees, task forces, and teams generate additional work for the Divisions and the Deans. Deans review all program reviews in their division, and write a summary. They also write an Administrative Unit Program Review for the Division Office. Deans also serve on all untenured and tenured faculty evaluation committees for their Division. In support of the tenure process, Deans observe each faculty member in the classroom, write classroom observation reports, meet with faculty, write supervisory reviews, and write level 1 peer review reports. Providing valuable feedback to faculty is important responsibility and takes a considerable amount of time to do well. Deans are responsible for interviewing and hiring part-time faculty for the discipline in the division. It take a tremendous amount of time to work with discipline faculty to identify staffing needs, qualified potential faculty, to conduct interviews and reference checks. Additionally, if an equivalency request is in order, the dean prepares the request for submission to the Equivalency Committee. Deans manage the Division Office, including reviewing and signing all the paperwork that comes through the division office – timesheets, purchasing requests, absence reports, to name a few. The request for a fourth Academic Services Dean is identified in each of the Academic Services' fall 2014 Program Reviews. This request for an additional Academic Services Dean specifically relates to one of the last Accreditation conclusions. The Las Positas College Accreditation Self-Study 2009 concluded that the administrative staff size had “not kept pace with the growth of the college” (Standard 3). At the time, there were four Academic Services Deans. The number of Academic Services Deans has gone down to an even lower level, despite the Accreditation evaluation specifically calling out the number of full-time administrators had not kept pace with the increase in full-time faculty, part-time faculty, or classified staff.
  - b. our LPC Planning Priorities; At both the District and College, the Dean is part of the structure that supports the Planning Priorities and the Goals outlined for the year by the Educational Support Services Committee (ESS). Specifically, the Dean is involved in the Planning Priorities by being part of the institutional support for curriculum development by working with faculty and attending the meetings. The Dean is also part of the institutional structure that support accreditation work and advancing the work of SLOs in the Division.
  - c. other requirements or needs detailed in Master Plans or accreditation In addition to supporting the College Planning Priorities, the ESS has identified Goals that include: #1 increasing the rate of degree and certificate completion and transfer, and #2 meeting state and federal accreditation

mandates regarding SLO assessment and curriculum development which are clearly supported by the Division Offices.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands? The previous alternative was to distribute the work to the other 3 Dean offices; this approach has not been manageable or sustainable with the high workload.

4. What is the consequence of not funding this position?  
 Not funding a fourth dean's position will continue to result in significance consequences. There is already inadequate support to the faculty, staff, and students in the Academic Services divisions. There are already gaps in support and delays in the processing of critical paperwork. Faculty, staff and/or students may wait several days to get an appointment because the deans' schedules are so full; this means that the Deans cannot respond in a timely manner to time-sensitive needs. Delays in processing of critical paperwork such as Personnel Action Forms (PAFs) and timesheets affects people beyond the Division including the payroll office and even employee pay.

The Academic Services divisions are already overloaded, and unable to provide the level of excellence that we want to our faculty, staff, and students.

Delaying the replacement of this Dean position any longer will exacerbate the existing gaps. Not funding this position will prevent Academic Services from pursuing additional college goals and objectives, such as grants, industry/community partnerships, updating curriculum, forming additional advisory boards, etc... With the current dean staffing levels, there is no additional capacity to take anything else on.

5. Has this position or a similar position been presented to RAC previously and in what years? Explain.  
 Yes, last year the need was presented.


**For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).**

<b>Estimate Increase/ Proposed Annual Salary Cost:</b>	\$ 116,303	<b>**NOTE**</b> <b>Full time</b> = 20-40 hrs. per week or 50%-100%. <b>Regular Hourly</b> = 18 hrs. or less per week (<50%).
<b>Estimate Benefits Cost:</b> (50% of salary)	\$ 58,152	
<b>Total Cost for Position:</b> <u>here to enter text.</u>	\$ 174,455 <u>Click or tap</u>	

Reviewed by & Date SD 9/21/15  
 College Administrative Assistant, Office of Administrative Services

**Important request deadlines for 2015/2016 (subject to change):**  
**Mon., Sept. 14, 2015** request to Division Dean by end of business  
**Wed., Sept. 16, 2015** presented at Division Meeting  
**Fri., Sept. 18, 2015** due in Administrative Services Office with VP signature  
**Thu., Oct. 1, 2015** deans will present to Resource Allocation Committee


**Signatures:**

  
Requestor

9/17/15  
Date Submitted

**Reviewed by:**

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Dean/ Unit Administrator

  
Vice President