

## Full-Time Faculty Position Request Form 2018 - 2019

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This form is used by departments and programs to request new or unfilled faculty positions relying on Program Review and/or other justifications. Submit one form for each position requested. For multiple positions, indicate priority of request (e.g., Subject Position 1, Subject Position 2, etc.). Forms are due to Division Deans by September 15, 2017.

Position Requested:

Contact Person:

Discipline/Division:  Starting Term: Fall  Spring

This form requires the use Enrollment Management Tool data, which can be found at the following link: <http://www.laspositacollege.edu/researchandplanning/FacultyPrioritization.php> (If you have any questions about the data, please contact Rajinder Samra 925-424-1027 or [rsamra@laspositacollege.edu](mailto:rsamra@laspositacollege.edu)) or your Dean. The data will be verified by the Dean. Do not attach data spreadsheets.

Check if position is a: Replacement  or New

If replacement: What is the position code? (see Dean)   
 Name of the person being replaced:   
 Length of time position(s) unfilled:

### CRITERIA

1. Number of Full-Time Faculty currently in Discipline:   
 If requesting more than one position, add 1 to this number for each subsequent position requested.
2. Percentage of FTEF taught by full-time faculty as load for the past six semesters, and projected for one year assuming a successful hire. (Use data from link above. If requesting more than one position, see Rajinder Samra to determine the projected numbers.)

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	<u>Projected</u>	Fall 2018	Spring 2019
N/A								

3. a. For Instructional Faculty: WSCH per FTEF for the past six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
N/A					

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b. For non-instructional faculty (librarians and counselors): Student/Faculty ratio for the past six semesters, and projected for one year assuming a successful hire. Divide headcount by number of full-time faculty. For example: 8000 students divided by 3 full-time faculty. 1:2666

(If requesting more than one position, see Rajinder Samra to determine the projected numbers).

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	<u>Projected</u> Fall 2018	Spring 2019
1:1001	1:967	1:1315	1:1284	1:1166	1:1149	1:965	1:966

#### 4. Program Characteristics:

- a. List the courses taught and/or work performed in the discipline.  
(Be brief and specific. Use your Program Review to complete this section.)

The Counseling Department provides a variety of critical and often required services for students including the following:

Academic Counseling - including Student Educational Plans (SEPs); assisting in the development of a pathway for graduation and/or transfer; transfer preparation including Transfer Admission Guarantee (TAGs) and Associate Degrees for Transfer (ADTs); probation and readmission counseling; embedded counseling in Basic Skills courses and other student populations; interpreting assessment results for accurate placement in English, Math, English as a Second Language (ESL), chemistry, and foreign language.

Career Counseling - assisting students in preparing for the workforce, helping students identify personal and educational goals and developing a plan to achieve them.

Personal Counseling - Working with students to address personal issues as they relate to educational success; counseling students in crisis.

- b. Total number of primary sections as identified in data taught in the discipline in each of the last six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
N/A					

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c. Student enrollments in the classes taught or number of students served\* in each of the last six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
6808	6970	7090	6962	7686	7541

\*Total student contacts, General Counseling only.

d. List special characteristics of the discipline such as: (Be brief and specific. Use your Program Review to complete this section.)

- Mandated class size limits due to state, contract, and accreditation standards.
- Facilities
- Number of courses out of the total number of courses in the discipline that meet General Education Requirements
- Number of courses out of the total number of courses offered that are required as part of an AA/AS degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- Other

The Student Success Act of 2012 mandates many counseling and student support services, including orientation, assessment and interpretation, initial and comprehensive Student Educational Plans (SEPs). These are core services that are required to be provided to all students, completion of which impacts registration priority. Additional services provided in General Counseling include counseling for basic skills students, increased collaboration and outreach to local high schools, enhanced career counseling, financial aid counseling, at-risk student interventions, transfer counseling, and comprehensive follow-up.

With LPC enrollment continuing to increase each year - currently up 5% from last year - the ability to provide required counseling services must increase to match. Current counseling levels are not able to fully support our current student population, and continued enrollment growth would only increase the pressure to provide these mandated services. Five counselors hired in 2016 focused on students in special programs - including Disabled Students Programs and Services (DSPS), Veterans, Hispanic Serving Institution (HSI) Gateway to STEM Success, Umoja, and Puente. While counseling support for these (and other existing and proposed) programs is essential, the LPC general student population remains inadequately supported. Grant and categorical funds are exhausted - for example, over 90% of Student Success and Support Program (SSSP) and Equity funds are dedicated to faculty and staff salaries, many for the student populations identified above. In General Counseling, there are insufficient available appointments to meet the demand for comprehensive SEPs, completion of which directly feeds into the SSSP allocation. Two general-fund supported General Counselors are requested to address current and future student needs for provision of essential core services.

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5. Describe how courses and/or services in this discipline impact other disciplines and programs. (Be brief and specific. Use your Program Review to complete this section.)

The services in Counseling affect all disciplines. Assessment and multiple measures ensure proper placement in core courses that impact the Student Educational Plan. Orientation assists students to learn how chosen courses impact their educational goals, as well as how to register for those classes, and an introduction to support resources on campus. Counseling appointments provide an educational plan to fulfill each student's individual academic and career goals within the context of their own lives. Counselors also provide embedded counseling in classrooms of various disciplines across campus.

Counseling services are key to student persistence and success, and are mandated by SSSP. Current staffing levels are simply inadequate to meet current student demand in General Counseling, and enrollment growth will continue to increase the pressure to provide services, which impacts the ability of students to begin and complete educational goals across all disciplines at LPC.

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6. If this is the first full-time position in the discipline, discuss: (Be brief and specific. Use your Program Review to complete this section.)

- b. Justification for the position.
- c. Projected start-up costs for equipment, facilities, and support staff for the first three years.
- d. Projected enrollment growth for the next three years, starting with the first semester of the projected faculty hire.

The positions requested will augment our existing Counseling Department.

7. What are the impacts on students, the discipline and the college of NOT filling this faculty position? What are the programs/courses/services that have not been or cannot be offered due to the vacancy? (Be brief and specific. Use your Program Review to complete this section.)

Student demand for counseling services has dramatically increased. Counselors are exceeding capacity to provide services to students and the campus community. Counseling appointments are completely booked; although recent efforts to expand appointment offerings have been successful, demand continues to outpace supply. SSSP and Student Equity funding, as well as other grant and categorical funds, have helped provide support to specialized student populations however, with continued enrollment growth, counseling support for the general LPC student population has lagged. Without additional, institutionally funded support, demand for required services for students will not be met, potentially impacting student enrollment, persistence, success and completion.

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8. Any additional information that addresses justification of the position. If multiple positions are being requested, this is an opportunity to differentiate the justifications for additional positions.

Historical student:counselor ratios based on load assigned to full-time general counseling only, and does not account for faculty assignments to special programs or other assignments. For example, for 2015-2016, ratio was calculated using 7.0 full-time equivalent general counselors. For 2016-2017, three new general counselors were hired and assigned as follows: 1.0 HSI, 1.0 General, .5 Umoja, .5 Puente. Thus ratio was calculated using 8.0 full-time equivalent general counselors; actual ratio may be slightly lower when accounting for the small cohorts of students in HSI (59 students), Puente (91 students), and Umoja (24 students). However, future student:counselor ratio projections based on adding 1.0 full-time counseling faculty regardless of breakdown of requested assignment. Additional information available upon request.

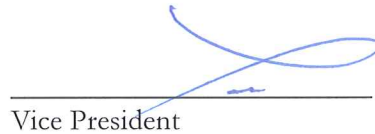
The Counseling Department plans to submit new faculty requests for the following:

1. 50% Athletic Counselor / 50% General Counselor
2. 100% General Counselor
3. 50% Middle College Counselor / 50% General Counselor
4. 100% General Counselor
5. 50% Non-Credit / 50% General Counselor

Signatures:

  
Requestor

Dean

  
Vice President

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Full-Time Faculty Request Form 2016-17: FHPC Revisions May 3, 2012, Sept. 18, 2012, April 30, 2013, December 4, 2015; Presented to Academic Senate-January 27, 2016

