

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2018-2019

Internal Use #: <u>6</u>

Requester Name: Natalie Kellner, Jim Dobson, Tim Division Name: CMST Communication Studies

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district job description)

Instructional Assistant (Communication Studies/Forensics)

Position Will Reside in Division/Unit:

Arts & Humanities

Indicate To Whom this Would Report:

Dean of Arts & Humanities

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position has been presented to the Resource Allocation Committee EVERY YEAR since 2008. This is a position that is currently identified on the Arts & Humanities Organizational Chart as vacant position. It has been "vacant" for ten years. We have tried to have it filled for ten years.

The position is:

New

Number of Hours per Week: 18

Number of Months per Year: 10

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

In the past, the assistant's workload has consisted of, but not been limited to, the following:

- Managing team travel (vans, carpools, shuttles, hotel reservations, etc.)
- Management of program resources (computers, visual aid devices, cameras, etc.)
- Creation of handouts, flyers and publicity matters
- Filing and typing materials
- Fulfilling judging commitments
- Director of Speech Night performances every semester
- Assisting management of speech tournaments held on campus
- Assisting students with research

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Currently, the Director of Forensics is expected to manage all of the above responsibilities AND coach/train the team.

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

Example:

Metric = Students Served per semester / Full-Time Equivalent Employees

2010 = 900/1

2015 = 1000/1

Increased demand over the past 5 years is: = 11%

And/or provide additional information supporting a need for this position and resulting impact on students or program:

Historical Perspective: When the last person to hold this position stepped away from the position and moved out of state, the school district was in financial crisis. The district decided to not immediately replace the vacant position in order to save money. "You can tighten the belt and manage for a few years, can't you?" was the actual statement that was given to us. We agreed. Ten years later we are still waiting to get our position back.

If the Director of Forensics is left to shoulder these responsibilities solely by himself/herself then he/she is forced to limit the individual attention all members of the Team need and deserve. The assistant will enable the Director of Forensics to give more one-on-one attention to team members and will allow for more individuals to participate in intercollegiate competition.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

We are not able to serve our students effectively. As stated above, without an Instructional Assistant, we are not able to manage a Forensics Team as we have in the past. The assistant will enable more one-on-one attention to team members and this person will allow more individuals to participate in intercollegiate competition. Our institution has provided the program with a wonderful new facility; we need staff to manage and grow the program. In the past, the assistant's workload has consisted of, but not been limited to, the following:

- Managing team travel
- Management of program resources
- Creation of handouts, flyers and publicity matters
- Filing and typing materials
- Fulfilling judging commitments
- Helping to direct Speech performances
- Assisting with the every semester on-campus Speech tournament
- Assisting students with research
- Editing of student written speeches
- Helping with Speech rehearsals/practice

The position is primarily designed to provide support for the Speech and Debate Team and is unique in that it requires travel to tournaments. At tournaments, the employee helps to keep team members organized and on task and the person would also be required to help judge at competitions. Based on the number of students the college takes to a competition and based on the number of events the students participate in, a formula determines the number of judges that a school must provide for the tournament. ■

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

Standard III.A. Human Resources - as described above.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

LPC Mission Statement

* Providing Educational Opportunities: The presence of this position allows more students to participate in classroom and intercollegiate competition activities.

LPC Planning Priorities

* Support for the Curriculum Process: This position is all about support. Specifically, support for the Forensics Program. This position will support the existing faculty in their management of the daily operations of the program as well as assist student in the research, development, practice and performance of their presentations.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year Since 2008).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

(The following language comes directly from the 2018 Communication Program Review, but it reiterates the message found in all of our Program Reviews and Program Review Updates since 2008.)

Part One: Program Snapshot, B. Changes to Program Needs. "Our Forensics program still experiences the same needs identified in all of our previous program reviews. We are still in need of a Forensics Assistant. We used to have this position. It was taken away from us during the massive budget cuts that took place 10 years ago. We have been asking to get it back every year since then. We are always denied the request."

Part One: Program Snapshot, E. Obstacles: What obstacles has your program faced in achieving plans and goals? "We still do not have an instructional assistant for the Speech Program. This position became vacant back in 2007. We have been asking to have this position replaced every year since then. IT IS STILL A POSITION ON THE ARTS & HUMANITIES ORGANIZATIONAL CHART. We are told every year to identify our needs and obstacles in our Program Review and Program Review Updates. We do so diligently. Each year our request for filling this position, this REPLACEMENT position, is rejected. This is not a growth position, we simply want to HAVE WHAT WE USED TO HAVE. We are now entering our 10th year without this position and it creates a tremendous hardship (both instructionally and fiscally) on the Forensics Program's ability to maintain their success (let alone enable the program to grow). You can imagine our frustration."

Part One: Program Snapshot, F. Short Term Planning: What are your most important plans (either new or continuing) for next year? "We want to hire an instructional teaching assistant for the Communication Studies program."

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

Currently one single school employee is responsible for the well-being and travel of 12-18 students at intercollegiate speech competitions. The hiring of an instructional assistant will not only allow for a sharing of the workload for the Forensics program, but it will also provide additional support for the students while operating at distance from LPC. We want our students to have as much accessibility as possible to staff while away from our campus.

SECTION 6: COSTS*


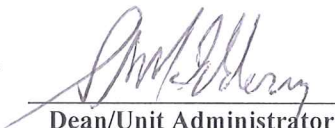


Estimated Increase or Proposed Annual Salary Cost:	\$	<u>16,929</u>	18,190
Estimated Benefits Cost:	\$	<u>1,693</u>	1819
Total Cost for Position:	\$	<u>18,622</u>	20,009 SD

NOTE:

Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:			
	<u>11/10/18</u>		<u>10/18/18</u>
Requester	Date	Dean/Unit Administrator	Date
	<u>10/18/18</u>		<u>10/18/18</u>
College Administrative Services Technician Office of Administrative Services	Date	Vice President	Date