

Faculty Position Request Form Year 2011-2012

For Academic Affairs Advisory Group Recommendation	Date(s) Considered:	
	(To be completed by The Vice President of Academic Affairs)	
	<input type="checkbox"/> Recommended to Approve (Indicate Ranking) ➡	
	<input type="checkbox"/> Not Recommended to Approve ⤴	
Explanation:		

Directions: Complete a separate request for each position. Forms must be signed by the originating Division Chair/Director and the appropriate supervising administrator. Use additional sheets as needed.

A. General Information

Position Title:	English as a Second Language Instructor
Department:	English as a Second Language
Division:	Humanities

Check all that apply:	
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	100% Assignment
<input type="checkbox"/>	Split Assignment Identify Split %
<input checked="" type="checkbox"/>	Replacement: Identical Position
<input type="checkbox"/>	Replacement: Modified Position Identify faculty being replaced: Mark Jenkins
<input checked="" type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	<i>Penny Partch</i> 10/18/10
Division Chair or Supervising Administrator	<i>Diane Boynton</i> 10/18/10
Dean, Academic Affairs or Student Services	

All conflicts/disagreements should be discussed prior to submission of this form. In the event the division chair or dean does not support the position, provide reasons:

B. Description of the Position/Assignment

1. Describe all aspects of the position, including non-teaching assignments.

Instructor will be responsible for teaching sections of ENSL. This position could include participating in program and curriculum design, overseeing lab activities, and assisting with testing and placement. The instructor hired would be expected to serve on campus-, department-, and division-related committees as outlined in the faculty contract.

Desirable characteristics include: ability to speak Spanish, experience with 'generation 1.5' students, experience in program/curriculum design, and expertise in reading.

2. Aspects of college's mission being addressed by position:

- Transfer to four-year colleges
- Basic skills instruction
- Career Technical Education (CTE)
- Student support services

3. Is this position categorically funded? Yes No

C. Rationale for the Position

1. Description of need. Please include information on the effects on the program, your division, the college, and the community of filling the position versus not filling it.

Currently, adjunct faculty are teaching 14 of our 23 sections and providing direction to the ESL Lab each semester. Continued growth at the Marina campus will also call for more sections of ENSL (composition and reading) classes. Using adjuncts for our ESL classes is acceptable and will continue, but we must replace this position for the department to maintain the balance

The current full time faculty not only teach a full load of courses at all of the six levels of the ESL program, but also participate fully in the increasing duties required of the department. As a basic skills program, ESL representation is essential on the major campus committees. ESL is involved in campus committees that supervise the development of the Marina campus, Basic Skills initiatives, Career Technology program development, and Matriculation committee.

In addition, the ESL program is currently being reorganized to meet new state coding standards. We need the stability of a five member full time core to ensure excellence in instruction and continuity of the program.

ESL will soon be involved in creating an enhanced funding newly-sequenced non credit program that will need additional full time faculty attention, as well.

2. If this position is new or modified, is it addressed in MPC planning documents, such as the college's Educational Master Plan, the Division's most recent Program Review or Program Review Update, and/or the Department's Action Plan?

- Yes (Please cite below.) No (Please explain below.)

3. Is this position required by external licensure, accreditation, or legal mandates? If so, please explain.

No.

4. Is this position recommended by a CTE advisory group? If so, please explain. If this is a CTE position, please provide Labor Market Information (LMI) for any occupations in which the instructor will provide instruction or training.

No.

a.

	FTES (Credit and Noncredit)
2007-2008	142.48
2008-2009	142.56
2009-2010	144.85

b. FTE

	Full-time	Adjunct
2007-2008	4.26	3.57
2008-2009	4.26	3.40
2009-2010	4.36	3.20

6. Programmatic plans for this and future years:

1. Hire a full time ESL lab director.
2. Rewrite ENSL courses to meet directives established by the Chancellor's Office. (Ongoing)
3. Increase the ESL/Language lab technician position from 9 to 11 months.
4. Expand the ESL/Language Lab hours to match the hours the library is open.
5. Improve registration procedures. (Ongoing)
6. Establish a student ambassadors program.
7. Increase lab budget to properly update software, pay site licenses.
8. Create a systematic advertising plan for the ESL program. (Ongoing)
9. Develop tech prep materials for bridge courses/lab courses with vocational programs. (Needs assessment being done.)
10. Develop partnerships with area businesses that hire our students.
11. Maintain ESL website for program and lab. (Ongoing)
12. Support new relationship with local adult schools: site visits, shared marketing of programs.(In process)
13. Continue tutor training workshops.
14. Establish a fully operational night program.
15. Create enhanced funding-based sequence of courses for 400 level courses. (In process)

7. First two years' assignment for this position.

a. Teaching responsibilities:

Fall	2011	Spring	2012	Fall	2012	Spring	2013
ENSL 320/420		ENSL 335/435		ENSL 320/420		ENSL 335/435	
ENSL 110		ENSL 325/425		ENSL 110		ENSL 325/425	
		ENSL 155				ENSL 155	

b. Other duties and/or programmatic responsibilities (i.e., program/curriculum development,

program coordination, facilities oversight, outreach, etc.):

This position may include participating in program and curriculum design, overseeing lab activities, and assisting with testing and placement.

8. Office/location to be assigned:

Ultimately, instructor's office will be located in old Student Services building (after renovation).

9. Other related resources needed:

None.

10. Other considerations: