

Monterey Peninsula College

Faculty Position Request Form

Year 2015~2016

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:	General Business Instructor	Check all that apply: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position Identify faculty being replaced Judee Timm <input type="checkbox"/> Split Assignment Identify Split %
Department:	Business	
Division	Business & Technology	

Review/Approval		Date
Department Chair:	Jon Mikkelsen	<u>10/20/14</u>10/17/14
Division Chair or Supervising Administrator	Leandro Castillo	<u>10/20/14</u>10/17/14
Dean, Academic Affairs or Student Services	Jon Knolle	10/17/14
<p>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:</p> <p>N/A</p>		

B. Description of the Position/Assignment

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

This position focuses on the delivery and development of highly enrolled general business courses both on campus and online. Courses each semester can include: Introduction to Marketing, Financial Accounting, Managerial Accounting, Introduction to Business, Business Ownership/Management, and Introduction to E-Commerce. These courses represent over-loads for current full-time instructors within Business. These courses also represent some of our DE Business program offerings. In addition to teaching responsibilities, the position requires active participation in the development of business curriculum, shared governance committees, and program review initiatives.

2. **Mission Statement** - Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

Describe how this position addresses the accomplishment of the college's mission:

This position provides support to students that have either the goal to transfer to a four-year college or they are pursuing a certificate toward a career technical education certificate/degree. Both these endeavors are prominent missions of our community college in support of student learning.

3. Is this position categorically funded? Yes No

C. Rationale for the Position

1. Explain how this position would increase the number of FTES generated by the college either through increased enrollments in classes or by services provided.

In the last few years the business department has experienced two retirements of senior faculty that supported all core business courses required in every business program. This has compromised the expertise, continuity, and support needed to provide quality instructional experiences in business and the basic mission of our College.

2. Describe the effects on the program, your division, the college, and the community of filling the position versus not filling it.

Business is the second leading growth program at Monterey Peninsula College and it has the potential for even more. A rise in labor market job opportunities can be tied directly to business and the emphasis on marketing, accounting, and entrepreneurship; these and other topics in business represent an increase in student enrollment from fall 2013 to fall 2014 of 160 students. With a full-time instructor, we will be able to offer more courses and we will be able to generate new course development and programs to capture real growth. Current full-time faculty cannot continue to teach overloads at the levels they are now. Continued challenges in finding qualified adjuncts will make it difficult to continue to offer sufficient sections to meet the demands of students in the growing business programs.

3. Is this position addressed in MPC planning documents, such as the college's Educational Master Plan, the Division's most recent Program Review, the Department's Program Review Update and Action Plan, and/or the Division's and/or Department's Program Reflections?

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

Our last two program reviews have addressed the increased over-load current full-time instructors have been required to manage. It has been more and more difficult to find adjuncts in a down economy, where higher salary and wage opportunities exist in private industry. Our Division has continued to recognize that real growth will only be possible if we are able to correct this short-fall in full-time instructors.

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

No

5. Is this position recommended by a CTE advisory group? If so, please attach minutes from the meeting when the recommendation was made. If this is a CTE position, please provide Labor Market Information (LMI) for any occupations in which the instructor will provide instruction or training.

This position supports all our current CTE programs being offered in Business.

6. First two years' assignment for this position.

- a. Teaching responsibilities:

Fall	Spring	Fall	Spring
BUSI 1A – Financial Accounting	BUSI 1A – Financial Accounting	BUSI 1A – Financial Accounting	BUSI 1A – Financial Accounting
BUSI 1B Managerial Accounting	BUSI 1B Managerial Accounting	BUSI 1B Managerial Accounting	BUSI 1B Managerial Accounting
BUSI 44 Business ownership management	BUSI 54 Introduction to E-Commerce	BUSI 44 Business ownership management	BUSI 54 Introduction to E-Commerce
BUSI 20 – Introduction Business	BUSI 20 Introduction to Business	BUSI 20 – Introduction Business	BUSI 20 Introduction to Business
BUSI 50 – Intro to Marketing	BUSI 50 Intro to Marketing	BUSI 50 – Intro to Marketing	BUSI 50 Intro to Marketing

- b. Other duties and/or programmatic responsibilities (i.e., student support, program coordination, facilities oversight, outreach, etc.):

As a generalist in business, the position is geared to exploring our newest venture into offering a program in entrepreneurship. As our economic status continues to show sluggishness, the need for small business innovation and creation increases the potential for student growth; we can position MPC as a regional player in meeting this demand with courses that develop the skills for business success.

7. Provide the enrollment history for the past three years for the courses in the above assignment:

	Enrollment History
2011-2012	174
2012-2013	187
2013-2014	196

8. a. FTES Credit and Noncredit History for the courses in the assignment

	FTES (Credit)	FTES (Noncredit)
2011-2012	34.71	
2012-2013	35.50	
2013-2014	38.40	

b. FTE for the courses in the assignment

	Full-time	Adjunct
2011-2012	2	5
2012-2013	1	6
2013-2014	1	8

9. Describe any new courses not currently offered by the college which might become a part of this instructor's assignment in the future, and project how many FTES these new courses might generate:

With this new instructor, it will be possible for the new team to focus on program enhancements or creation to guide students in the developing fields of entrepreneurship, leadership, and e-business.

10. List any costs besides salary and benefits that would be entailed with the hiring of this position:

None

11. Are there any other factors not mentioned previously that support the need for this position.

Please explain:

This position was prioritized and approved in fall 2013; we went through a vigorous search and selected an exceptional candidate. The candidate was primed to join MPC, but we ran into an immovable decision on the salary placement subject. Unfortunately, we lost this candidate, not by our actions, and now we have been pressed into submitting this request once again. As stated above, previously in fall 2013, this position is critical in capturing the real growth in student enrollment and it is vital to ensure our ability to innovate our programs to expand toward the trending business fields in our local economy and beyond. The department currently has two full-time instructors and they routinely have two or three course overloads each semester; in addition, these instructors fulfill the roles of department chair and division chair.