

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:	Counselor (2 positions)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Check all that apply:</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> New Position</td> <td></td> </tr> <tr> <td style="padding: 2px;"><input checked="" type="checkbox"/> Replacement Position</td> <td style="padding: 2px;">Identify faculty being replaced <u>Debbie Anthony and _____</u></td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Split Assignment</td> <td style="padding: 2px;">Identify Split % _____</td> </tr> </table>	Check all that apply:		<input type="checkbox"/> New Position		<input checked="" type="checkbox"/> Replacement Position	Identify faculty being replaced <u>Debbie Anthony and _____</u>	<input type="checkbox"/> Split Assignment	Identify Split % _____
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Department:	Counseling									
Division	Student Services									

Review/Approval	Date
Department Chair:	LaRon Johnson 10/17/2014
Division Chair or Supervising Administrator	LaRon Johnson 10/17/2014
Dean, Academic Affairs or Student Services	Larry Walker 10/17/2014

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.

The full-time counseling faculty member will support 3SP mandates by:

- providing academic, career, and personal counseling services to the general student population
- providing follow-up services and workshops for at-risk students
- teaching Personal Development (PERS) courses
- participating in community outreach activities
- assisting in access, retention, and educational goal attainment for ENSL students
- working collaboratively with ENSL faculty to assist students in identifying barriers that impact their path to achieving academic success

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 addresses the college mission by participating in community outreach activities and providing counseling support services to students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

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.

It has been reported that 2000 student recently applied to MPC but did not register. It has been suggested that a number of these individuals reside in Marina, Seaside, and Salinas and English is not their first language. The counselor would provide community-based support services and assist potential students with the matriculation process (application, assessment, orientation, education plan, registration, and attendance) which can be daunting to someone unfamiliar with the process. With efforts assisting potential ENSL students, there would be a likely increase in enrollment in ENSL courses and eventually courses in other areas as students progress through the ENSL sequence and pursue their academic and career goals.

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

3SP mandates require that MPC provides the following:

- an abbreviated education plan for all entering students
- orientation, assessment, and counseling and other education planning services to all first-time students
- any assistance needed to help students define their course of study and develop a comprehensive education plan
- follow-up services especially to at-risk students (basic skills, undecided about educational goal, academic/progress probation and dismissal)

In the past 2 ½ years, the department has had two full-time faculty retirements and their positions are currently unfilled. With two less full-time faculty and an increase in the demand for counseling services due to 3SP, the department is understaffed.

The two recent retirees were funded through the general fund; however, due to the requirements of 3SP, MPC has been granted funds to support student success and these mandates. As a result, the Counseling Department currently has access to funds that are not available to other departments. Although the purpose of 3SP funds is to supplement (not supplant) existing services and positions, considering MPC's current financial situation, it is unlikely full-time counseling positions would be funded through the general fund at this time.

If the positions are not filled, the department will rely on adjunct faculty to supplant the load of the two unfilled positions. This would result in the department's inability to expand its services as much as anticipated. Also, the department may not achieve certain student success benchmarks which will reduce 3SP funding in subsequent years.

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.)

In the department's most recent program review and last two action plans, replacing a full-time tenure-track counseling position (Debbie Anthony retired in Spring 2012) has been addressed.

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.

no

6. First two years' assignment for this position.

a. Teaching responsibilities:

Fall	2015	Spring	2016	Fall	2016	Spring	2017
PERS 10 – 1 unit		PERS 10 – 1 unit		PERS 10 – 1 unit		PERS 10 – 1 unit	

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

Twenty-eight hours per week of counseling services

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

	Enrollment History
2011-2012	28.00 avg.
2012-2013	20.25 avg.

2013-2014	24.60 avg.
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8. a. FTES Credit and Noncredit History for the courses in the assignment

	FTES (Credit)	FTES (Noncredit)
2011-2012	1.87	0
2012-2013	3.91	0
2013-2014	1.95	0

b. FTE for the courses in the assignment

	Full-time	Adjunct
2011-2012	0	0.13
2012-2013	0.40	0.40
2013-2014	0.20	0.13

c. Number of Students (duplicated): Student Appointments and Drop-In Counseling (SARS Data):

	Student Appointments	Drop-In Counseling	TOTAL SERVED
2011-2012	3571	3064	6635
2012-2013	3579	5320	8899
2013-2014	4362	5957	10,319

d. FTE (Counseling)

	Full-time	Adjunct
2011-2012	4.50	1.07
2012-2013	4.80	1.07
2013-2014	4.90	1.57

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:

none

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:

none