

Faculty Request Form Year 2008~2009

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:	Medical Assisting Program director
Department:	Medical Assisting
Division:	Life Sciences

Check all that apply:	
<input type="checkbox"/>	New Position
<input type="checkbox"/>	Full Time (100%)
<input checked="" type="checkbox"/>	Replacement: Identical Position
<input type="checkbox"/>	Replacement: Modified Position
Identify faculty being replaced: Linda Bruno	
<input type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	Linda Bruno 11/13/08
Division Chair or Supervising Administrator	Gail Fail 11/13/08
Dean, Academic Affairs or Student Services	Michael Gilmartin 11/13/08

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.

Coordinate the Medical Assisting Program, develop, maintain and teach curriculum that prepares students for employment in the medical assisting profession.
Make connections with local medical community; find places for our students to get externships.

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

- Transfer to four-year colleges
- Basic skills instruction
- Vocational instruction – prerequisites for nursing, dental hygiene, etc
- 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 your division, the college, and the community of filling the position versus not filling it.

This position is a replacement for the retiring Medical Assisting Program director. Without it, the program could not continue.

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 (Calif. Technical Education) advisory group? If so, please explain.

No

MEDA Statistics

	Credit FTES		Fulltime FTE	FTE	Adjunct FTE	Total FTES/FTE
2005/06 Fall	12.17		0.88	0.56	1.44	
Spring	19.05		1.12	0.39	1.51	
Total	31.22	Avg	1.0	0.48	1.48	21.17
2006/07 Fall	15.43		0.75	0.56	1.31	
Spring	18.25		1.19	0.53	1.72	
Total	33.68	Avg	0.97	0.55	1.52	22.23
2007/08 Fall	13.81		0.67	0.63	1.30	
Spring	13.68		1.11	0.39	1.50	
Total	27.46	Avg	0.89	0.51	1.40	19.61

6. Program plans for this and future years

- 1) Meet the increasing demand for training in Medical Assisting.

According to the CA EDD Occupation Projections of Employment, a **30% increase is predicted** for 2006 – 2016. Employment of Medical Assistants is expected to grow much faster than the average for all occupations through the year 2008 as the health services industry expands due to technological advances in medicine, and a growing and aging population. It is one of the fastest growing occupations.

- 2) Revitalize the program by assuring that it meets the needs of students aiming at either administrative or clinical medical assistant jobs.
- 3) Offer some classes at the Marina Ed Center.
- 4) Add online sections of some classes.
- 5) Add fast track programs/certificates in billing, medical reception, and medical administration in addition to the classical “front and back office” training.

7. First two years' assignment for this position

- a. Teaching responsibilities:

Fall		Spring		Fall		Spring	
MEDA 100		MEDA 105		Same, assuming		Same	
MEDA 101		MEDA 116		adjunct continue to			
MEDA 105		MEDA 118		teach the same			
MEDA 120		MEDA 121		classes as now			
MEDA 130		MEDA 130					
Extra prep		Extra prep					
Coordinator reassigned time		Coordinator reassigned time					
Total 14.25 TLU		Total 16.75 TLU					

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

The person will be responsible for coordinating the Medical Assisting Program, updating curriculum, adding or changing certificates if needed, community outreach, making professional contacts with the local medical community, putting together an advisory group, planning the renovation of the Life Sciences Medical Assisting lab.

8. Office/location to be assigned:

LS 209A

9. Other related resources needed:

Working computer, phone, etc.

10. Other considerations:

This program has the potential to grow. Medical Assistants will have the 34th largest number of job openings in the State from 2000 to 2010 and will have the 11th fastest growth rate (www.calmis.ca.gov/file/occguid). Employment growth is expected because of the increase in the number of group practices, clinics, and other healthcare facilities that need greater numbers of support personnel, particularly the flexible Medical Assistant who can handle both administrative and clinical tasks.