

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:	Director
Department:	English & Study Skills Center
Division:	Humanities

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

Review/Approval	Date
Department Chair:	Jeannie Kim 2/8/08
Division Chair or Supervising Administrator	Diane Boynton 2/8/08
Dean, Academic Affairs or Student Services	
<p style="color: red; font-size: small;">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> <div style="background-color: yellow; height: 40px; width: 100%;"></div>	

B. Description of the Position/Assignment

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

English & Study Skills Center Director: The Director of the English and Study Skills Center (ESSC) is responsible for the overall supervision and operation of the ESSC, as well as for teaching duties in the Center. These duties and responsibilities include, but are not limited to:

- Hiring, scheduling, training, supervising, and evaluating both certificated and classified staff;
- Planning and conducting staff training sessions each semester;
- Developing and coordinating English labs in conjunction with faculty in the English Department;
- Maintaining and upgrading material on the English and Study Skills Center website;
- Preparing, maintaining, and completing student attendance records and grade reports;
- Writing instructional materials and handouts;

- Working individually with students to assign programs in English, Reading, and Study Skills;
- Serving as instructor for all individualized English lab courses;
- Supervising the budget and authorizing expenditures;
- Supervising the use and maintenance of equipment;
- Preparing and submitting planning documents, grant applications, and other necessary reports;
- Creating and facilitating ESSC workshops;
- Assuming professional assignments, including committee membership, curriculum development and/or revision, and other professional responsibilities.

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

- Transfer to four-year colleges
- Basic skills instruction
- Vocational instruction
- 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.

The ESSC Director is a critical position. Because the director is responsible for overseeing a complex program, shepherding veteran and new adjunct faculty and instructional assistants, instructing students enrolled in writing and reading labs, meeting Title V requirements, responding to growth in enrollment in developmental reading and writing courses, and creating and updating instructional materials, not filling the position would have disastrous results.

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.)

This position is neither new nor modified.

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

No.

5. Program size (To be completed in conjunction with Institutional Research Office):

a. Enrollment history (FTES Credit and Noncredit)

ESSC Courses	FTES (Credit)	FTES (Noncredit)
2004-2005	5.85	82.12
2005-2006	11.44	96.44
2006-2007	16.08	110.78

a. Enrollment history (FTES Credit and Noncredit)

ENGL Courses w/ ESSC labs	FTES (Credit)	FTES (Noncredit)
2004-2005	173.60	0
2005-2006	158.00	0
2006-2007	139.93	0

b. FTE

	Full-time	Adjunct
2004-2005	2.90	
2005-2006	3.62	
2006-2007	3.35	

The FTE figures are misleading. There is only one full-time instructor—the ESSC Director—in the Center. However, this instructor is listed as Instructor of Record for the various ESSC courses. The adjunct instructors support instruction by assisting students on a one-to-one basis.

6. Program plans for this and future years

1. Revise ENGL 50 materials.
2. Create a workable plan for improving efficiency and accessibility at the front desk.
3. Continue to build outreach programs.
4. Continue to record online orientations for ESSC lab components.
5. Provide appropriate staffing for continued growth in the center, particularly in light of changing graduation requirements.
6. Establish and maintain a satellite ESSC lab at the Marina Education Center.
7. Revise ENGL 325/326 materials.
8. Plan for, implement, and revise strategies continued support to basic skills students at the ESSC.

7. First two years' assignment for this position

a. Teaching responsibilities:

Fall	Spring	Fall	Spring

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

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

- Hiring, scheduling, training, supervising, and evaluating both certificated and classified staff;
- Planning and conducting staff training sessions each semester;
- Developing and coordinating English labs in conjunction with faculty in the English Department;
- Maintaining and upgrading material on the English and Study Skills Center website;
- Preparing, maintaining, and completing student attendance records and grade reports;
- Writing instructional materials and handouts;
- Working individually with students to assign programs in English, Reading, and Study Skills;
- Serving as instructor for all individualized English lab courses;
- Supervising the budget and authorizing expenditures;
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8. Office/location to be assigned:

LTC 117 (no new office space needed)

9. Other related resources needed:

10. Other considerations: