

# Faculty Request Form Year 2009~2010

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) ➡ <span style="background-color: #ffffcc; border: 1px solid black; padding: 2px 10px;"></span>	
<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:	<b>Math Learning Center Coordinator</b>
Department:	<b>Mathematics</b>
Division:	<b>Physical Science</b>

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: <span style="background-color: #ffffcc; border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
<input type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	<b>Don Philley</b> 12/29/08
Division Chair or Supervising Administrator:	<b>Tracie Catania</b> 12/29/08
Dean, Academic Affairs or Student Services:	<b>Susan Steele</b> 1/5/09
<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: #ffffcc; height: 40px; border: 1px solid black;"></div>	

## B. Description of the Position/Assignment

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

- Provide leadership for the MLC
- Direct and oversee all activities of the MLC
- Use and develop a variety of effective tutoring methods to engage student interest and support a variety of learning styles
- Hire, train, and supervise all student tutors and other support staff
- Work with math faculty to develop new curriculum and revise existing curriculum
- Promote the MLC's services to all math and science students
- Review and revise the MLC's policies practices and procedures to ensure compliance with Title 5

and the Education Code

- Assist students in the use of technology
- Provide direct math tutoring support to students in math and science courses
- Maintain and submit accurate records according to published deadlines
- Implement a continuous improvement model that includes collecting and analyzing data to ensure the center is meeting student needs.

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 presence of a full-time Math Learning Center Coordinator provides the leadership and continuity necessary to:

- offer extended tutoring hours (including evening and weekend hours) to serve more students, provide access to evening and online students, and increase FTES
- ensure that the MLC is in compliance with Title 5 and the Education Code
- hire, train, and supervise the student tutors in the Center
- implement a continuous improvement model and advocate for additional staff and budget when appropriate
- develop an innovative tutoring program and work with students on an ongoing basis to help improve success and retention in math and science classes
- communicate with instructors who use technology in their classes in order to provide the appropriate assistance to students in the MLC
- assist with the transition of the MLC to the expanded facilities that will be available when the Center moves to its new location.

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 is an identical replacement position. The MLC Coordinator resigned for personal reasons at the end of fall semester.**

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

**No – except that a faculty member must be present in the MLC for MPC to claim the FTE generated by the hours students spend there.**

4. Is this position recommended by a CTE (Calif. Technical Education) advisory group? If so, please explain.

**No. However, a Math Learning Center with a full-time coordinator is considered a Basic Skills Initiative “best practice”.**

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

a. Enrollment history (FTES Credit and Noncredit)

	FTES (Credit)	FTES (Noncredit)
2005-2006	452.91	13.41
2006-2007	457.09	10.81
2007-2008	479.93	15.80

b. FTE (average of Fall and Spring FTE for each year)

	Full-time	Adjunct
2005-2006	10.70	3.21
2006-2007	10.55	4.18
2007-2008	10.91	4.89
2008-2009*	11.34	7.30

\*calculated based on current offerings and plans for Spring 09. The 2008-09 full-time include one FTE assigned to the Math Learning Center coordinator. They also reflect a one-course reduction for Tracie Catania (as Division Chair) and for Lynn Iwamoto (as CAC chair).

6. Program plans for this and future years

**The Math Department is facing a number of changes in the near future that will seriously impact our program.**

- **There are plans for the MLC to move to larger facilities in Fall 2009. This will create the opportunity for the MLC to serve many more students and provide an atmosphere more conducive to learning.**
- **The AA graduation requirement for math has been raised from Beginning Algebra (Math 261) to Intermediate Algebra (Math 263), so we will be seeing an increase in enrollments in this course and will, as a result, need to provide expanded outreach and tutoring support for algebra students.**
- **The math department is committed to offering math courses at the MPC Education Center in Marina and the MLC offers drop-in supervised tutoring in Marina. The MLC Coordinator is responsible for staffing and overseeing the math tutoring at the Marina site.**
- **A mandatory math assessment will be implemented in an effort to more accurately place students in MPC math courses and, therefore, improve success and retention.**

7. First two years' assignment for this position

a. Teaching responsibilities:

Fall 2009	Spring 2010	Fall 2010	Spring 2011
<b>MLC Coordinator</b> (30 hours line-of-sight MLC supervision plus 5 additional scheduled hours on campus)	<b>MLC Coordinator</b> (30 hours line-of-sight MLC supervision plus 5 additional scheduled hours on campus)	<b>MLC Coordinator</b> (30 hours line-of-sight MLC supervision plus 5 additional scheduled hours on campus)	<b>MLC Coordinator</b> (30 hours line-of-sight MLC supervision plus 5 additional scheduled hours on campus)

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

- **Research courses that could be offered for credit through the MLC, then develop curriculum as appropriate**
- **Advertise the MLC's services to all math and science students and promote MLC attendance by visiting classes**
- **Hire, train, and supervise student tutors**
- **Ensure the MLC is in compliance with Title V and the Ed Code**
- **Provide direct tutoring support to students in math courses and students in science courses who need assistance with their math skills**
- **Supervise make-up tests**

8. Office/location to be assigned:

**There is an office numbered "PS205B" adjacent to the current MLC location (PS 205). There are plans to move the MLC to the space now occupied by Fiscal Services in Fall 2009. The remodeling plans include an office for the MLC Coordinator.**

9. Other related resources needed:

**None.**

10. Other considerations: