

Faculty Position Request Form Year 2012~2013

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
Department:	Counseling
Division:	Student Services

Check all that apply:	
<input type="checkbox"/>	New Position
<input type="checkbox"/>	100% Assignment
<input type="checkbox"/>	Split Assignment Identify Split % _____
<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:	LaRon Johnson 10/10/2011
Division Chair or Supervising Administrator	LaRon Johnson 10/10/2011
Dean, Academic Affairs or Student Services	Larry Walker 10/10/2011

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.

Provide academic, career, and personal counseling services to the general student population
Teach Personal Development (PERS) courses
Conduct classroom presentations
Support instructional faculty with students who have basic skills needs
Use intrusive counseling strategies to improve student retention

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

- Transfer to four-year colleges
- Basic skills instruction
- Career Technical Education (CTE)
- 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 the program, your division, the college, and the community of filling the position versus not filling it.

During the past three years, this position averaged close to 1200 counseling sessions per contract year. These sessions involved academic, career, and personal counseling to the general student population during appointment and drop-in times. In addition, this position coordinated the career services program for the Counseling Department. The coordination duties include:

- **Teaching PERS 71 – Foundations of Career Choice and PERS 51 – Career Development Throughout The Lifespan**
- **Presenting pertinent career and counseling information to students enrolled in ENGL 301**
- **Conducting career workshops**
- **Attending conferences and workshops to stay up to date and certified in the career counseling field**
- **Maintain the Career Services website**

This year, another counselor has assumed most of the coordinating duties of the career services program, but at the expense of reducing her hours available to counsel the general student population. The combination of the reduced counseling hours for this counselor plus the potential loss of this position will result in less counseling hours (at least 15%) available to the general student population.

With students experiencing a myriad of issues (family, financial, employment, academic preparation, time management, etc.), there's a need for more counseling to assist students with handling matters, making informed decisions, and helping them reach their educational and career goals.

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.)

N/A

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 advisory group? If so, please explain. 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

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

- a. FTES Credit and Noncredit History (Personal Development Courses)

	FTES (Credit)	FTES (Noncredit)
2008-2009	39.13	0
2009-2010	40.60	0
2010-2011	42.34	0

- b. FTE (Personal Development Courses)

	Full-time	Adjunct
2008-2009	1.00	0.60
2009-2010	0.47	0.70
2010-2011	0.44	1.04

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

	Student Appointments	Drop-In Counseling	TOTAL SESSIONS
2008-2009	5042	2336	7378
2009-2010	4718	2763	7481
2010-2011	4313	3100	7413

- d. FTE (Counseling)

	Full-time	Adjunct
2008-2009	6.2	0
2009-2010	6.2	0
2010-2011	6.5	0

6. Programmatic plans for this and future years:

The department hopes to increase the number of Personal Development (PERS) sections offered as new full-time faculty are brought in. The PERS courses include orientation, study skills, and career topics which help students be successful academically and personally.

For three years, the Basic Skills Initiative (BSI) has funded at least two adjunct counseling positions. The services these counselors provide include:

- teaching PERS 200-Orientation to College
- being the designated counselor for a student learning community
- counseling on a drop-in basis in the Library & Technology Center
- conducting class presentations in basic skills courses
- serving as a resource for and working closely with basic skills instructors
- intrusive counseling

One of the goals of BSI funding is to institutionalize services and programs that have been proven to help students be more successful. If the full-time counseling position is filled, the department plans to have this counselor take the lead in handling these services.

7. First two years' assignment for this position.

a. Teaching responsibilities:

Fall	Spring	Fall	Spring
PERS 50 – 3 units	PERS 50 – 3 units	PERS 50 – 3 units	PERS 50 – 3 units

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

Provide twenty-four hours of academic, career, and personal counseling services. Counseling hours will be reduced accordingly if the faculty member also teaches a 1-unit PERS 200-Orientation to College section designed for basic skills students.

8. Office/location to be assigned:

An office in the Counseling area of the Student Services building.

9. Other related resources needed:

10. Other considerations: