

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS

Program Review Part 1A Staffing Requests 2019-2020

Program Review Part 1A for	ms <u>DUE Friday, April 15, 2020</u>
PROGRAM TITLE:	
PROGRAM CONTACT:	
SUPERVISOR/DEAN:	
VICE-PRESIDENT:	
DATE OF REPORT:	

If you need technical assistance, please contact Minerva Flores at <u>mflores@mendocino.edu</u> or x3011. For further questions, please contact Debra Polak at x3068.

- In order to provide adequate time for reflection on program, division, area, department or service improvement, there will be two submission dates for Program Review 2019-2020. This is the first submission
- If you are submitting a staffing request, you will be completing this form, **Program Review Part 1A**



YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS

1A. STAFFING REQUESTS

If you are not making any requests, click here:

Complete the form below for any requested staff. Please indicate whether the position is Classified, Faculty or Management.

If this position is a REPLACEMENT position for a retiree, please ensure that the person has submitted a resignation letter prior to program review.

If not, the position will need to be categorized as NEW. If you need additional request forms, contact mflores@mendocino.edu

*NOTE: For STNC you do not need to fill out this form. Please contact your supervisor for additional information.

	 <u> </u>	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	
Position Title:	Is this position in your department or area?:	

	NOT in your department, do		
	to support the position, please		
originating depart	l make sure you have identifie	a the position thie correctly a	ccording to the
Supporting comm	nents for position:		
Supporting comm	nents for position:		
Supporting comm	nents for position:		
Supporting comm	nents for position:		_
Supporting comm	nents for position:		
	•		



Faculty			_	
O I	sition Title:		Department:	
Request Places unless des may revide a	docariation ha	low of the feaulty		
Please upload or provide a position:	i description be	elow of the faculty		
			3 YR	3 YR FTES
			FTES/FTEF Average	<u>Average</u>
	There are 2 p	parts to a staffing request:	One section is titled	"Description of
Description of Need:	<u>Ne</u>	eed" and the second section	n is titled <u>"Other Cri</u> t	teria".
•	This section is	s worth <u>12 points.</u> The staf holistically. Please prov		
Question:		Narrative		
Why is this position needed?				
necucu:				
Currently, how is				
the need being met? (Increase in hours,				
PT, overload,				
consultants,				
backfilling previously funded				
position)				
What is or has been				
the impact of not having this need				
met? If this is part of				
an existing program, describe any				
historical impacts				
and needs which arise out of the				
absence of this				
position.				
Is this position needed to oversee				
facilities, budgets,				
and/or equipment? If so, explain.				
n so, capiani.				



Other Criteria:	Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores.
Criteria:	Narrative:
Supports: Mendocino	
College Mission	
(Transfer, Basic Skills,	
CTE); and Strategic	
Goals—Be specific	
about how the position	
supports the mission or	
goals	
(3 points)	
Supports: Education	
Master Plan/EAP	
Priorities; Student	
Equity Plan; Guided	
Pathways; Integrated	
Plan; Vision for	
Success; Technology	
Plan; Facilities Plan—	
be specific about how	
the position supports	
one of these (or other)	
plans	
(3 points)	
Programmatic Factors:	
Update in curriculum	
or direction of the	
department; addition of	
degrees/certificates;	
labor market	
information; growth of	
department; Program	
Advisory Team (PAT)	
recommendations.	
(3 points)	
(c p = 111)	
How does this position	
support Student	
Learning Outcomes	
(Course Program or	
Institutional Level)	
Please be specific about	
ties to outcomes and	
assessments.	
(3 points)	
(o points)	
Other (NOT SCORED)	
Include any facilities,	
equipment, etc. needed	
to support this position	
and other information	
relevant to this request.	



Faculty					
Staffing	Faculty Po	sition Title:		Department:	
Request					
	or provide a	description l	below of the faculty		
position:				3 YR	3 YR FTES
				FTES/FTEF	Average
				Average	
			Parts to a staffing request : Need" and the second section		
Description	of Need:		is worth 12 points. The sta	ffing committee will	score this section
Orrestions			holistically. Please pro Narrative		
Question: Why is this pos			Namauve	; <u> </u>	
needed?					
Currently, how the need being 1					
(Increase in hou					
PT, overload,					
consultants, backfilling					
previously fund	ed				
position)					
What is or has I the impact of no					
having this need					
met? If this is pa					
an existing prog describe any	gram,				
historical impac					
and needs which	h				
absence of this					
position.					
Is this position					
needed to overs facilities, budge					
and/or equipme					
If so, explain.					



Other Criteria:	Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores.
Criteria:	Narrative:
Supports: Mendocino	
College Mission	
(Transfer, Basic Skills,	
CTE); and Strategic	
Goals—Be specific	
about how the	
position supports the	
mission or goals	
(3 points)	
Supports: Education	
Master Plan Extension;	
Student Equity Plan;	
Guided Pathways;	
Integrated Plan; Vision	
for Success;	
Technology Plan;	
<u>Facilities Plan</u> —be	
specific about how the	
position supports one	
of these (or other)	
plans	
(3 points)	
Programmatic	
Factors: Update in	
curriculum or	
direction of the	
department; addition of degrees/certificates;	
labor market	
information; growth of	
department; Program	
Advisory Team (PAT)	
recommendations.	
(3 points)	
(b points)	
How does this	
position support	
Student Learning	
Outcomes (Course	
Program or	
Institutional Level)	
Please be specific	
about ties to outcomes	
and assessments.	
(3 points)	
Other (NOT	
SCORED) Include any	
facilities, equipment,	
etc. needed to support	
this position and other	
information relevant	
to this request.	
to this request.	



MSC	MSC			
Staffing	Position		Department:	
Request	Title:			
Please upload or position:	provide a d	lescription below of the MSC		
position:			<u> </u>	
		There are 2 parts to a staffing reques	t: One section is	titled "Description of
Description of	Need:	Need" and the second section		
•		This section is worth 12 points . The st section holistically. Please provide name		e will scored this
Question		Narra	ative:	
Why is this position needed?	n			
Currently, how is t	he need			
being met? (Increas	e in			
hours, PT, overload consultants, backfil				
previously funded p				
YY /1	41.			
What is or has been impact of not having				
need met? If this is	part of			
an existing program describe any histori				
impacts and needs	which			
arise out of the absorbing this position.	ence of			
viiio posivioni				
To thisit	4.4.			
Is this position need oversee facilities, b				
and/or equipment?				



Other Criteria:	Criteria is worth <u>3 points each</u> . There is a space designated as "Other" in which you can include any additional information that may impact scores.
Criteria:	Narrative:
Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points)	
Supports: Education Master Plan Extension; Student Equity Plan; Guided Pathways; Vision for Success; Integrated Plan; Technology Plan; Facilities Plan— be specific about how the position supports one of these (or other) plans (3 points)	
Administration, coordination and/or supervision of programs, faculty, staff, volunteers and budget (3 Points)	
Other (NOT SCORED)	



MSC	MSC			
Staffing	Position		Department:	
Request	Title:			
	provide a d	escription below of the MSC		
position:				
		There are 2 newto to a staffing as are successful.	ti Ona sastian is	titled "Description of
D	NT 1.	There are 2 parts to a staffing reques Need" and the second section		
Description of		This section is worth <u>12 points</u> . The st		e will scored this
Question:		section holistically. Please provide narr	ative below. ative:	
Why is this position		110110	ut1 v C .	
needed?				
Currently, how is t				
being met? (Increas				
hours, PT, overload consultants, backfil				
previously funded p				
What is or has been impact of not having				
need met? If this is				
an existing progran	1,			
describe any histori impacts and needs				
arise out of the abso				
this position.				
Is this position need				
oversee facilities, b and/or equipment?				
and/of equipments				



Other Criteria:	Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores.
Criteria:	Narrative:
Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points)	Ivaliative.
Supports: Education Master Plan Extension; Student Equity Plan; Guided Pathways; Vision for Success; Integrated Plan; Technology Plan; Facilities Plan— be specific about how the position supports one of these (or other) plans (3 points)	
Administration, coordination and/or supervision of programs, faculty, staff, volunteers and budget (3 Points)	
Other (NOT SCORED)	



Classified	Classified			
Staffing	Position		Department:	
Request	Title:			
_	ovide a desc	ription below of the classified		
position:		•		
		There are 2 parts to a staffing requ	uest: One section	is titled "Description
Description of N	eed:	of Need" and the second se	ction is titled "Ot	her Criteria".
		This section is worth <u>12 points</u> . The section holistically. Please provide		ittee will score this
Question:		Narra		
Why is this position needed?				
needed?				
Currently, how is the				
being met? (Increase in hours, PT, overload,	in			
consultants, backfillin				
previously funded pos	sition)			
What is or has been the impact of not having				
need met? If this is pa				
an existing program,	1			
describe any historica impacts and needs wh				
arise out of the absen				
this position.				
Is this position neede				
oversee facilities, bud and/or equipment? If				
explain.				



Other Criteria:	Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores.
Criteria:	Narrative:
Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points)	
Supports: Education Master Plan Extension; Student Equity Plan; Technology Plan; Vision for Success Guided Pathways; Integrated Plan; Facilities Plan—be specific about how the position supports one of these (or other) plans (3 points)	
Program or Work Area Growth/Changes: Describe changes in the department, such as grants, initiatives or other changes/increases in work that support this proposal. (3 points)	
Other (NOT SCORED)	



Classified	Classified				
Staffing	Position		Department:		
Request	Title:				
	ovide a desc	ription below of the classified			
position:					
		There are 2 parts to a staffing requ	uest: One section	is titled "Description	
Description of Need:		of Need" and the second section is titled "Other Criteria".			
P		This section is worth <u>12 points</u> . The staffing committee will score this section holistically. Please provide narrative below.			
Question:		Narrative:			
Why is this position needed?					
needed!					
Currently, how is the need					
being met? (Increase in hours, PT, overload,	in				
consultants, backfillin					
previously funded position)					
What is or has been the					
impact of not having need met? If this is pa					
an existing program,					
describe any historical impacts and needs which					
arise out of the absen					
this position.					
Is this position needed to					
oversee facilities, budgets and/or equipment? If so,					
explain.					



Other Criteria:	Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores.	
Criteria:	Narrative:	
Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points)		
Supports: Education Master Plan Extension; Student Equity Plan; Technology Plan; Vision for Success; Guided Pathways; Integrated Plan; Facilities Plan—be specific about how the position supports one of these (or other) plans (3 points)		
Program or Work Area Growth/Changes: Describe changes in the department, such as grants, initiatives or other changes/increases in work that support this proposal. (3 points)		
Other (NOT SCORED)		



YOUR COMMUNITY, YOUR COLLEGE, YOUR SUCCESS

You have completed Part 1A of your 2019-2020 Program Review. Please click the submit button below: