Program Review Part 1A Staffing Requests 2019-2020

Program Review Part 1A *forms* <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 mflores@mendocino.edu *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**

1A. <u>STAFFING REQUESTS</u>	**If you are not making any requests, click here:**	
Complete the form below for any requested staff. Please indicate whether the position is <mark>Classified, Faculty or Management.</mark> <mark>If this position is a REPLACEMENT position for a retiree, please ensure that the person has submitted a resignation letter prior to program review.</mark> <mark>If not, the position will need to be categorized as NEW.</mark> If you need additional request forms, contact mflores@mendocino.edu *NOTE: For <u>STNC</u> you <u>do not need to fill out this form</u>. Please contact your supervisor for additional information.		

Position Title:		**Is this position in your department or area?:**	
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<mark>If this position is **NOT in your department**, do not fill out a staffing request.</mark>
<mark>If you would like to support the position, please provide information **ONLY** in the comments section below and make sure you have identified the position title correctly according to the originating department.</mark>

Supporting comments for position:

Supporting comments for position:

Supporting comments for position:

Supporting comments for position:

Supporting comments for position:

Faculty Staffing Request	Faculty Position Title:		Department:	
Please upload or provide a description below of the faculty position:			➡	
			3 YR FTES/FTEF Average	**3 YR FTES Average**

Description of Need:	There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points.** The staffing committee will score this section holistically. Please provide narrative below.
Question:	**Narrative:**
Why is this position needed?	
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.	

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)**	
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.	

Faculty Staffing Request	**Faculty Position Title:**		**Department:**	
Please upload or provide a description below of the faculty position:			➡️	
			3 YR FTES/FTEF Average	**3 YR FTES Average**

Description of Need:	There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points.** The staffing committee will score this section holistically. Please provide narrative below.
Question:	**Narrative:**
Why is this position needed?	
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.	

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;** 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)**	
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.	

MSC Staffing Request	MSC Position Title:		Department:	
Please upload or provide a description below of the MSC position:			➡	

Description of Need:	There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will scored this section holistically. Please provide narrative below.
Question:	**Narrative:**
Why is this position needed?	
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?	

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; 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 Staffing Request	MSC Position Title:		Department:	
Please upload or provide a description below of the MSC position:			➡	
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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;** 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 Staffing Request	Classified Position Title:		Department:	
Please upload or provide a description below of the classified position:		➡		

Description of Need:	There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will score this section holistically. Please provide narrative below.
Question:	**Narrative:**
Why is this position needed?	
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.	

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 Staffing Request	Classified Position Title:		Department:	
Please upload or provide a description below of the classified position:		➡		
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Description of Need:	There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will score this section holistically. Please provide narrative below.
Question:	**Narrative:**
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Criteria:	Narrative:
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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)	

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