

Unit Plan: Full-Time Faculty/Adjunct Staffing Request(s) [Acct. Category 1000]

Unit: Automotive Technology

Division or Area to Which You Report:

Author(s) of this Unit Plan:

Date: 3/12/2008

Audience: Faculty Prioritization Committee and Administration

Purpose: Providing explanation and justification for new and replacement positions for full-time faculty and adjuncts

Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request, including enrollment management data (EM Summary by Term) for the most recent three years, student success data (EM Success report), and any other pertinent information. For EM data, go to <http://help/EMC/> (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

We are requesting an additional full-time automotive instructor. Even though we have a ratio of full-time to part-time faculty of around 1:2, the availability of part-time instructors is nearly non-existent for the day program, and limited for the evening program. NATEF certification, alternate fueled vehicles, and launching automotive programs with closer alignment with factory programs like GM-ASEP require a larger core team of full-time instructors.

The program is healthy and making solid progress such as new participation in regional student completion (we won the gold for post-secondary). EM data, corrected for apprenticeship enrollments has consistent student capacities in the 92% - 96% range. Student completion data is skewed since a good number of our students are hired prior to program completion –this is a good thing. Our program is a Chabot leader in linkage with career pathways at feeder secondary schools and with an active advisory council; we need support to keep the positive momentum.

Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:

Division or Area to Which You Report:

Author(s) of this Unit Plan:

Date:

Audience: *Administrative Staff*

Purpose: *Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions*

Instructions: *Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. **If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.***

We need a lab assistant (lab tech) for the automotive department. Safety, students working simultaneously in a variety of shop activities, and the vast variety of vehicles and the complicated nature of modern vehicles require more one-on-one time with students. Often time when working with students on complicated and detailed issues, it requires dedicated instruction with that group. This means other students are left without needed instructional assistance and guidance. Safety is always an issue in the shop environment, more supervision with the larger class sizes we have is needed. A qualified ASE Certified lab assistant would be able to provide that extra measure the students need. In addition, many times the school cars become inoperable and need the extra maintenance and attention beyond what the current course is focused on and it is in appropriate to require the students to deviate from their current course outline.

The position could be funded categorically and would be incur the expenses associated with an Instructional Assistant II.

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

- 1) Impact on enrollment and revenue;
- 2) Safety;
- 3) Mandates;
- 4) Workload distribution (impact on other's work);
- 5) Relationship to institutional priorities.