



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
STAFFING COMMITTEE MEETING



AGENDA

NOTES

I. Welcome & Thank You

II. Prioritization Process

★ *Position review*

★ *Scoring*

★ *Questions & Clarifications*

III. Final Discussion

IV. Adjourn



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



SUMMARY OF POSITIONS

Unit	Program	Position Title	Salary	Basic Position / Job Description
Arts and Cultural Programs	Commercial Arts/Digital Media	Commercial Arts/Digital Media Professor	\$75,000	Full-time, tenure-track position in Commercial Arts/Digital Media (with a primary emphasis in digital) to lead the Commercial Arts program and take a leadership role in the development of a cross-disciplinary approach to teaching traditional visual arts and newer digital arts and design. This position will include the following responsibilities: --teaching courses in digital media, including graphic design and digital imaging; --maintaining computer labs, including upgrading software and maintaining licenses; --researching and recommending technology purchases; --developing and/or revising curriculum to address emerging technologies and industry needs; --collaborating with faculty and staff in other disciplines (photography, television, business, computer science, etc.) about learning communities and other innovative pedagogical approaches; --establishing outreach and articulation agreements with local high schools.
Behavioral and Social Sciences	History	History Professor - 1	\$75,000	A full-time, tenure-track professor needed to teach all courses offered in History. Individual must have a commitment to professional excellence and continuous growth in the field of teaching. In addition, the individual will participate in other professional responsibilities and activities normally expected of members of community college faculty as described by Board Policies and the California Education code.
Behavioral and Social Sciences	History	History Professor - 2	\$75,000	A full-time, tenure-track professor needed to teach all courses offered in History. Individual must have a commitment to professional excellence and continuous growth in the field of teaching. In addition, the individual will participate in other professional responsibilities and activities normally expected of members of community college faculty as described by Board Policies and the California Education code.
Business	Accounting	Accounting Professor	\$75,000	Full-time, tenure-track professor to instruct and advise students in Accounting, develop Accounting curricula, and participate in other contractually required activities.
Career and Technical Education	Drafting/Engineering	Drafting/Engineering Professor	\$75,000	Full-time, tenure-track position in Drafting/Engineering.
Communications and Languages	English and Literature	English Professor	\$75,000	Full-time, tenure-track instructor to teach basic skills and transfer-level courses in English and Literature, as well as to conference with students in the Writing Center.



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Unit	Program	Position Title	Salary	Basic Position / Job Description
Communications and Languages	Reading	Reading Professor	\$75,000	Full-time, tenure-track instructor to teach basic skills and transfer-level courses in Reading and Effective Study Skills, and Vocabulary, as well as to conference with students in the Reading Lab.
Counseling and Student Development	Counseling	General Counselor - 1	\$75,000	Under general direction of the Dean of CSD provide educational & career counseling services to students, teach courses, conduct orientation, participate in recruitment, participate on campus committees, perform peer review and other duties that support the department.
Counseling and Student Development	Counseling	General Counselor - 2	\$75,000	Under general direction of the Dean of CSD provide educational & career counseling services to students, teach courses, conduct orientation, participate in recruitment, participate on campus committees, perform peer review and other duties that support the department.
Health Sciences	Nursing	Nursing Professor	\$75,000	Full-time, tenure-track faculty member to provide State-approved instruction in entry-level Nursing programs, including CNA, ACNA, and HHA, as well as the LVN program. This faculty member will provide State-approved instruction in entry-level programs With the expansion of the programs which are currently grant funded, the Division of Health Sciences and Nursing needs to be sure it can continue existing programs into the future.
Kinesiology, Dance, and Athletics	Athletics	Head Coach Water Polo/Swim Team	\$75,000	Full-time, tenure-track faculty member to direct and coach the men's or women's water polo and swim team and teach courses within the division in areas of PE and PETH. Also will serve on various committees and perform other duties expected of full-time faculty members.
Library and Instructional Support	Library	Full-Time Tenure-Track Librarian	\$75,000	Full-time, tenure-track Librarian responsible for building and maintaining print and electronic collections, library Website content, reference services, library instruction, and outreach to academic departments.
Math and Sciences	Astronomy	Astronomy Professor	\$75,000	Full-time, tenure-track faculty member to teach Astronomy lecture classes and labs, and to oversee operation of the Rio Hondo Observatory.
Math and Sciences	Mathematics	Mathematics Professor	\$75,000	Full-time, tenure-track faculty member to teach Mathematics classes.
Public Safety	Fire Technology	Fire Tech (EMT) Professor	\$75,000	Full-time, tenure-track professor to teach/instruct in fire technology programs, with emphasis on EMT.
Student Affairs	DSPS	Counselor/ Specialist	\$75,000	Provide specialized counseling for students with disabilities, disability management advising, specialized academic advising including creation of DSPS educational plans, evaluate and approve documentation of disability, recommend appropriate accommodations, and other duties to be assigned.



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Position Title: Commercial Arts/Digital Media Professor

Program: Commercial Arts/Digital Media - **Unit:** Arts and Cultural Programs - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

The data provided show strong, consistent enrollment in the Digital Arts classes. For example, the data below shows the fill rate at final census for the core Commercial Arts classes (% of actual capacity based on number of work stations): Course: F10 S11 F11 S12 F12 S13 3-year average: ART 164/165: 93% 86% 89% 82% 96% 93% 89.8% ART 172: --- 82% --- 62% --- 72% 72.0% ART 175: 72% 79% 86% 79% 89% 72% 79.5% ART 178: 86% 100% 79% 75% 82% 79% 83.5% This has largely been due to the presence of Dale Harvey as adjunct faculty. After retiring, he has continued to play a leadership role in planning and maintaining the program. While enrollment is strong, it is not growing. This is in part due to the limitation of computer work stations and software licenses, but also because we have not been able to add additional sections of courses due to budgetary constraints. Additionally, courses needing revision (to reflect changing technology and/or software) are not being addressed.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position. Score based on number of years position has not been replaced. 3-4 years – Two Points (2)

15 Scoring Worksheet
0 1 2 3 4

Yes, this is a replacement request for Dale Harvey. The position became vacant in May 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The Art Department has not hired any full-time faculty in the past five years. As the Commercial Arts degree has been created and a shift toward an integrated "digital media" has become widespread, the need for at least one full-time faculty position has become increasingly clear.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

Although the existing Commercial Arts program is strong, its technological resources are nearing the end of their useful lifespan and there is a great need for long-range planning. To successfully move forward, the program requires a full-time faculty member to help maintain and upgrade hardware and software, create new curriculum, and collaborate in program planning and assessments and recruiting/outreach. The focus of the program will be to prepare students for transfer to a four-year institution or entry into the art/digital media workforce after completing the AS degree in Commercial Arts. Looking at the program review for both digital arts and visual arts, it is clear that faculty view this as a critical position within the division. Its SLO assessments (as well as completion and retention rates) indicate that the program itself is successful and ready for growth. The program review cites a regional job market which supports continued integration of the digital arts: "Currently the programs being considered as part of a digital program reside in existing disciplines: the enrollment, retention and completion numbers are captured in other program plans within the arts . . . the courses in this section form the core of digital arts production. These courses in digital imaging, digital drawing and graphic design as well as 3D modeling and animation have been and continue to be extremely popular and fill early . . . The need for digital arts programs within this area is supported by Los Angeles labor market data, which identifies gaming, commercial arts, animation, theatre, film and photography as major industry needs in the greater Los Angeles area . . . A digital media program is being developed with the intention to help students build upon the acquired knowledge, enabling them to succeed in an advanced degree program, vocational trade, or fine arts profession . . . (the) early success of our digital photography, animation, and commercial arts courses confirms our data research and goal of developing a digital media program to enhance our foundational art courses."

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of Arts and Cultural Programs faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points. This position was ranked 2 in last year's planning process

1 Scoring Worksheet
0 1 2 3 4



INSTITUTIONAL RESEARCH AND PLANNING
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FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: History Professor - 1

Program: History - **Unit:** Behavioral and Social Sciences - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

The Department of History in the Division of Behavioral and Social Sciences is the largest department in the division. Fall 2013, we offered 40 sections representing 12 separate courses. The department has experienced a 50% loss in full-time faculty over the past four years with the retirement of two highly valued faculty. As a result, the majority of classes (60% fall 2013, 65% spring 2013, and 68% fall 2012) are being taught by adjunct faculty. For the record, in 1988, the California Legislature in section 70 of AB17251 (the fundamental California Community College reform bill) found and declared: "Because the quality, quantity and composition of full-time faculty have the most immediate and direct impact on the quality of instruction, overall reform cannot succeed without sufficient numbers of full-time faculty." This piece of legislation is commonly referred to as the 75/25 Law, and highlights the fact that 75% of all credit classes taught on a community college campus are to be taught by full-time faculty. In the division of Behavioral and Social Sciences, only 40% of all sections in Fall 2013 were taught by full-time faculty. It is vital that additional full-time faculty are added to the ranks of the division. Filling this full-time History faculty request will be one step in filling this incredible gap between full and part time faculty. Additional data to support this request includes an exceptional fill rate experienced by the History Department. During Fall 2012, for instance, the fill rates was 104%. The spring 2013 fill rate was 102%. These percentages speak to the fact that History classes are in high demand, and current faculty are going above and beyond to accommodate student enrollment. Additionally, the CSU system has an American Institutions graduation requirement that can be fulfilled by taking many of our History classes. It is essential that we provide students with enough courses to allow them to meet this CSU requirement at the community college level, where it is much more reasonably priced.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
3-4 years – Two Points (2)

This is a replacement position for Professor Pat Gallego who retired in May 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The last full-time History faculty member to be hired was Irma Valdivia in 2005. We currently have only two full-time faculty with 40 sections being offered. Twelve different courses currently exist in the department, which means these two individuals are responsible for the course revisions and SLOs for all twelve courses. This is a significant burden to the current full-time faculty.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

No specific SLO data exists to support the replacement of a retired faculty member, beyond the general necessity of full-time faculty members to address all the concerns identified through SLO assessment and to help supervise the ongoing SLO input and evaluation process. A recent administrative policy change now assures that vacated positions will be filled automatically after minimal review of the respective program, a process which this previously vacated position did not have the opportunity to undergo.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of Behavioral and Social Sciences faculty positions.



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Position Title: History Professor - 2

Program: History - **Unit:** Behavioral and Social Sciences - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet				
0	1	2	3	4

The Department of History in the Division of Behavioral and Social Sciences is the largest department in the division. Fall 2013, we offered 40 sections representing 12 separate courses. The department has experienced a 50% loss in full-time faculty over the past four years with the retirement of two highly valued faculty. As a result, the majority of classes (60% fall 2013, 65% spring 2013, and 68% fall 2012) are being taught by adjunct faculty. For the record, in 1988, the California Legislature in section 70 of AB17251 (the fundamental California Community College reform bill) found and declared: "Because the quality, quantity and composition of full-time faculty have the most immediate and direct impact on the quality of instruction, overall reform cannot succeed without sufficient numbers of full-time faculty." This piece of legislation is commonly referred to as the 75/25 Law, and highlights the fact that 75% of all credit classes taught on a community college campus are to be taught by full-time faculty. In the division of Behavioral and Social Sciences, only 40% of all sections in Fall 2013 were taught by full-time faculty. It is vital that additional full-time faculty are added to the ranks of the division. Filling this full-time History faculty request will be one step in filling this incredible gap between full and part time faculty. Additional data to support this request includes an exceptional fill rate experienced by the History Department. During Fall 2012, for instance, the fill rates was 104%. The spring 2013 fill rate was 102%. These percentages speak to the fact that History classes are in high demand, and current faculty are going above and beyond to accomodate student enrollment. Additionally, the CSU system has an American Institutions graduation requirement that can be fulfilled by taking many of our History classes. It is essential that we provide students with enough courses to allow them to meet this CSU requirement at the community college level, where it is much more reasonably priced.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet				
0	1	2	3	4

Score based on number of years position has not been replaced.

1-2 years – One Point (1)

This is a replacement request for a previous full-time faculty position that went vacant in May 2012 with the retirement of Professor Ned Lazaro.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet				
0	1	2	3	4

The last full-time History faculty member to be hired was Irma Valdivia in 2005. We currently have only two full-time faculty with 40 sections being offered. Twelve different courses currently exist in the department, which means these two individuals are responsible for the course revisions and SLOs for all twelve courses. This is a significant burden to the current full-time faculty.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet				
0	1	2	3	4

No specific SLO data exists to support the replacement of a retired faculty member, beyond the general necessity of full-time faculty members to address all the concerns identified through SLO assessment and to help supervise the ongoing SLO input and evaluation process. A recent administrative policy change now assures that vacated positions will be filled automatically after minimal review of the respective program, a process which this previously vacated position did not have the opportunity to undergo.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet				
0	1	2	3	4

This position is ranked # 2 of Behavioral and Social Sciences faculty positions.



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FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Accounting Professor
Program: Accounting - **Unit:** Business - **Position Cost:** \$75,000

1. **Describe how the data provided justifies the requested position.**

20 Scoring Worksheet
0 1 2 3 4

Business awards 85-90 AA degrees per year at Rio Hondo. Accounting is required for all business majors. 17-20 sections of Accounting are offered each Fall and Spring semester with an average of 40 students per class, but there is only one full-time Accounting instructor.

2. **Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.**

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

This position was vacated upon the retirement of Prof. Mercedes Martinez in June 2013.

3. **What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.**

10 Scoring Worksheet
0 1 2 3 4

The Business Division has lost six full-time positions in recent years due to retirements and transfers.

4. **Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.**

10 Scoring Worksheet
0 1 2 3 4

The Accounting department recently lost a full-time faculty member due to retirement. With only one full-time faculty in the department, it is a challenge to manage SLOs, along with the other demands of the department. An additional full-time faculty member will help significantly with the development and improvement of the program as well as SLO creation and assessment.

5. **Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.**

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Business faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
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Position Title: Drafting/Engineering Professor

Program: Drafting/Engineering - **Unit:** Career and Technical Education - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

In the specific area of Engineering/Drafting in which Professor Gonzalez formerly taught, we offer 12 sections with a fill rate of 90%.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

This is a replacement request for a previous full-time faculty position. The position went vacant in March 2012 with the death of Professor Ed Gonzalez.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

No full-time positions have been hired in Drafting/Engineering in the past five years.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

In the absence of a full-time faculty member due to the untimely passing of Ed Gonzalez, other full-time faculty members have been taking on increased responsibilities to accomplish instructional demands in Drafting/Engineering. The ability to maintain and effectively move forward in the future will be contingent on hiring a replacement for Ed Gonzalez's position.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Career and Technical Education faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points. This position was ranked 1 in last year's planning process

1 Scoring Worksheet
0 1 2 3 4



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Position Title: English Professor

Program: English and Literature - **Unit:** Communications and Languages - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

Between Spring 2010 and Spring 2011, FTES in English courses rose from 3,348 to 3,516. FTES in Literature courses spiked from 3,641 to 3,837 during this period. English and Literature courses have remained at similar levels since then, despite section reductions in many disciplines and decreased enrollment in recent years at Rio Hondo.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

This is to replace the full-time English faculty position vacated by MaryAnn Pacheco when she retired in June 2012.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

Two full-time English faculty members (Michelle Bean and Juan Fernandez) were hired to begin teaching Spring 2010 as replacements for Dr. Kenn Pierson (who began administrative duties as Dean in July 2008) and Dr. Voiza Arnold (who retired shortly before the hiring). This position will represent the filling of only one of the two English positions to be vacated since then, on the retirements of Mary Ann Pacheco (June 2012) and John Marshall (June 2013).

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

With written communication being one of the "Golden Four" areas of college instruction, English courses remain in high demand for students completing their basic skills, transfer, and AA-T English degree requirements. Strong English skills are applicable to every other course taught at Rio Hondo and represent pre-requisites for many courses.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 2 of the Division of Communications and Languages faculty positions.



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Position Title: Reading Professor

Program: Reading - **Unit:** Communications and Languages - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

Since the retirement of Doreen Kaller in Spring 2013, enrollment in READ 023—just one of the Basic Skills-level Reading courses—has steadily increased despite the reduction of one full-time instructor and concurrent decreased enrollment campuswide. Specifically, the numbers show enrollment in READ 023 as follows: 2010-11 (1248 students), 2011-12 (1307 students), 2012-13 - (1340 students). Although the maximum class cap for Reading classes is 32 students, the average section enrollment is around 38 students, indicating the continuing demand of students for Reading courses and the department's attempt to meet the needs of students through overenrollment.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
3-4 years – Two Points (2)

This position would replace Doreen Kaller, who retired May 2010. Another unfilled vacancy in Reading actually dates back to the early 2000's and has never been filled.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The last full-time faculty member to be hired in Reading was in 2006. At the time, two positions in Reading were vacant but only one replaced. In Fall 2010—the first semester after the retirement of Doreen Kaller—an adjunct instructor was hired on an emergency basis but soon found full-time employment elsewhere. Adjunct pool interviews have been held periodically since then, but due to stringent qualifications, only two additional qualified adjuncts have been hired recently.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

Among all the academic departments in the Division of Communications and Languages, the adjunct pool in Reading is the most taxed. A pool was opened in Summer 2009 and identified only two qualified candidates, both of whom found full-time jobs elsewhere. During Fall 2010, an adjunct was hired on an emergency basis, but she soon found full-time employment elsewhere. Other sections of Reading were cancelled during the 2010-11 academic year due to lack of available adjunct faculty. The ratio of full-time to part-time Reading faculty is presently 1:1. Reading is considered one of the "Golden Four" areas of college instruction. The Department of Reading greatly needs a full-time instructor to help lead this important Basic Skills area of instruction.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Communications and Languages faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points. This position was ranked 3 in last year's planning process

1 Scoring Worksheet
0 1 2 3 4



INSTITUTIONAL RESEARCH AND PLANNING
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FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: General Counselor - 1

Program: Counseling - **Unit:** Counseling and Student Development - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

The position is critical in supporting the college in meeting the demands of the Student Success Initiative implementation. As a result of SSI, the college is now required by law to provide counseling services which include students establishing an informed educational goal, program of study, abbreviated educational plan, and a comprehensive educational plan near the completion of 15 units for over 5,000 students. In addition, the college is now required to provide follow up counseling services to an estimated 4,000 academic/progress probation students, 5,000 basic skills students, and 2,000 students who lack a program of study. This position is a replacement position and does not fully address the staffing needs to scale up services to be compliant with the SSI requirements.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

Nancy Maffris 7/31/12

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The last faculty member hired in the department was Song Le Graham. She serves as the Articulation Officer for the college and does not provide any counseling services to students. Prior to that in 2008, three full-time counselors were hired.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

Without these positions the college would be greatly hindered in meeting the SSI requirements. The college is at risk of losing nearly \$400,000 in funding and may not be able to compete for new funding which will be made available by the Chancellor's Office should we be unsuccessful in being compliant with the new law. This position is only a replacement position and does not add to the counseling services which will be required to meet the demands of the SSI implementation.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

General Counselor-1



INSTITUTIONAL RESEARCH AND PLANNING
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Position Title: General Counselor - 2

Program: Counseling - **Unit:** Counseling and Student Development - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

This position is critical in supporting the college in meeting the demands of the Student Success Initiative implementation. As a result of SSI, the college is now required by law to provide counseling services which include students establishing an informed educational goal, program of study, abbreviated educational plan, and a comprehensive educational plan near the completion of 15 units for over 5,000 students. In addition, the college is now required to provide follow up counseling services to an estimated 4,000 academic/progress probation students, 5,000 basic skills students, and 2,000 students who lack a program of study. This position is a replacement position and does not fully address the staffing needs to scale up services to be compliant with the SSI requirements.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
<1 year – Zero (0) points

Nilsa Rivera 12/14/13

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The last faculty member hired in the department was Song Le Graham. She serves as the Articulation Officer for the college and does not provide any counseling services to students. Prior to that in 2008, three full-time counselors were hired.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

Without this position the college would be greatly hindered in meeting the SSI requirements. The college is at risk of losing nearly \$400,000 in funding and may not be able to compete for new funding which will be made available by the Chancellor's Office should we be unsuccessful in being compliant with the new law. This position is only a replacement position and does not add to the counseling services which will be required to meet the demands of the SSI implementation.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

General Counselor=2



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Nursing Professor
Program: Nursing - **Unit:** Health Sciences - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

Currently, only one full-time faculty is approved by the State to teach in the entry-level Nursing courses. At this time, she is teaching in these programs, but we have more potential classes that could be offered because of program funding opportunities provided by the Rupe Foundation Grant, as well as other potential funding sources that have been identified from other forthcoming grants. One adjunct faculty member also teaching in this program is at the maximum level of 60%. We are in need of another full-time faculty member to cover all of the clinicals necessary to meet the demands of the students. Specifically, by offering the CNA program two times per academic year, rather than once, the College will increase student enrollment and retention, rather than sending students to proprietary schools. An increase in course offering and students accepted will decrease waitlist time and potential student enrollment loss. Fall 2012, we accepted 45 students and 60 students were left on the waitlist. By Spring 2013, 15 of the 60 waiting students had reapplied. By Fall 2013, we had 100 applications.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
3-4 years – Two Points (2)

This Nursing position was vacated by Professor Kendra Seiler, who moved to Iowa and resigned in 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The faculty in Health Sciences and Nursing has been consistently "down" by one full-time professor for the past five years (13/14 approved for District funding), due to a variety of shifting circumstances. In 2009, one replacement was hired for a retirement; in 2011 one went from categorical to district-paid when someone left, and in 2012 an additional faculty was hired to replace another person that did not get tenure.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

During program review for the Home Health Aide program, the following recommendation was made: "One of the major obstacles is that there is only one full time person teaching not only in the entry level programs but also in the VN and ADN programs. This person does not have the time to be able to complete all or the required forms and data collection by herself. Another full time faculty would be necessary for the students to benefit from our entry level programs and receive the full attention required by the student."

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of Health Sciences and Nursing faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Head Coach Water Polo/Swim Team
Program: Athletics - **Unit:** Kinesiology, Dance, and Athletics - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

Data provided by the Office of Institutional Research and Planning support the fact that student athletes--in comparison to the general population of students-- have consistently higher success and retention rates. The number of sections offered in our division has recently dropped due to section reductions and budget constraints that all divisions experienced. Our FTEF % has dropped from 47% to 40% due to faculty member Steve Hebert moving to the Dean's position in January 2013.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
7-8 years – Four Points (4)

This position would replace Jeannette Williams, who retired May 2007.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

The division has hired one full-time person in the past five years, Steve Johnson, who began Fall 2011. We are at 40% FTEF to part-time ratio.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

With the completion of our new aquatic facility, student needs would be best served by expanding our offerings in the aquatics area. This beautiful new facility offers not only an opportunity to restore our former aquatics courses and programs to previous levels but to expand offerings that will offer competitive sports opportunities and generate increased FTES to benefit the institution.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Kinesiology, Dance, and Athletics faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Full-Time Tenure-Track Librarian

Program: Library - **Unit:** Library and Instructional Support - **Position Cost:** \$75,000

- 1. Describe how the data provided justifies the requested position.**

20 Scoring Worksheet
0 1 2 3 4

Data on Library usage shows that, while individual visits to the Rio Hondo Library (per gate counter) have declined between 2008-09 (295,592 visits) and 2012-13 (255,828 visits), individual visits to the Library Website have increased dramatically-- paralleling the role that libraries increasingly play by providing electronic access to information. For Rio Hondo students, Website visits went from 800,491 in 2008-09 to 1,273,096 in 2012-13.

- 2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.**

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
7-8 years – Four Points (4)

This Librarian position was vacated by Jan Coe, who retired in May 2007.

- 3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.**

10 Scoring Worksheet
0 1 2 3 4

This vacant position was filled after Jan Coe's retirement. However, the person left the position in 2010. The position has remained vacant since then.

- 4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.**

10 Scoring Worksheet
0 1 2 3 4

The library has had a shortage of librarians for many years. The four remaining full-time librarians have been hard-pressed to keep the library program properly maintained.

- 5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.**

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Library and Instructional Support faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Astronomy Professor

Program: Astronomy - **Unit:** Math and Sciences - **Position Cost:** \$75,000

1. **Describe how the data provided justifies the requested position.**

20 Scoring Worksheet
0 1 2 3 4

The maximum class size average for Astronomy classes is 46 students, yet the average number of enrolled students is typically 54-57 students, making the fill rate range from 115% to 130%. These figures demonstrate the consistent demand for Astronomy courses.

2. **Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.**

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

This position became vacant in December 2012 upon the retirement of Dewayne Highfill.

3. **What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.**

10 Scoring Worksheet
0 1 2 3 4

This position in Astronomy was last filled 36 years ago when Professor Highfill was hired.

4. **Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.**

10 Scoring Worksheet
0 1 2 3 4

Astronomy is a lab science as well as a General Education program. It is also a one-person department. With only part-time instructors teaching since the retirement of Professor Highfill, much of the work associated with the program has gone undone, including curriculum revision and SLO coordination and assessment. A full-time faculty member in this position also supervises the astrophysical observatory located on campus, as well as the program for public viewing. Equipment and facilities require repair and upkeep. These tasks often do not occur without a full-time person in this position.

5. **Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.**

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Math and Sciences faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Mathematics Professor

Program: Mathematics - **Unit:** Math and Sciences - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

There is a consistently high demand for Mathematics courses, which are required for graduation and transfer. In addition, nearly 97% of students enter Rio Hondo starting Math below college level. This places enrollment pressure on Basic Skills math classes as continuing students vie for spots in available sections. We should be offering more Math classes if we are to meet the current demand.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
1-2 years – One Point (1)

This is a replacement request for a previous full-time faculty position that went vacant in December 2013 with the retirement of Professor Ray Esquivel.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

Two positions have been filled in Math within the last 5 years. These positions were both replacements. This current request is also a replacement.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

The most compelling reasons for filling this position are the consistently high student demand for math classes and demands on faculty time to serve on committees, develop curriculum, and do SLO work, which takes many hours to write, gather data, assess, and compile assessment reports in collaboration with colleagues. This work requires full-time faculty to do it.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 2 of the Division of Math and Sciences faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Fire Tech (EMT) Professor
Program: Fire Technology - **Unit:** Public Safety - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet
0 1 2 3 4

Rio Hondo's EMT program is currently staffed by all adjunct instructors. Meanwhile, industry demand for EMTs is increasing annually. RHC has lost three instructors to competing colleges that are trying to build or expand their programs. Rio Hondo could add up to 3 more academy classes per school year but lacks instructors and program coordination, which would be facilitated by a full-time instructor. EMT students have a high rate of being hired, attending the Fire Academy, or becoming paramedics.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet
0 1 2 3 4

Score based on number of years position has not been replaced.
5-6 years – Three Points (3)

This Public Safety position was vacated by Don Matthews, who retired in May 2008.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet
0 1 2 3 4

There have been no permanent hires in Public Safety in the last five years. Instructional work load and program oversight is currently being completed by adjunct faculty. Recently, Rio Hondo lost three core adjunct instructors to competitor colleges that have hired away our adjunct staff for their EMT programs.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet
0 1 2 3 4

Adjunct instructors cannot work 100% load in any semester. State requirements also dictate a high student-to-teacher ratio (up to 1:1 for certain lab activities). In the past, this program has been used to increase FTES when the District has required more FTES within a short period.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet
0 1 2 3 4

This position is ranked # 1 of the Division of Public Safety faculty positions.



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS



Position Title: Counselor/Specialist
Program: DSPS - **Unit:** Student Affairs - **Position Cost:** \$75,000

1. Describe how the data provided justifies the requested position.

20 Scoring Worksheet				
0	1	2	3	4

DSPS is required by law to provide adequate and equitable instruction, academic support, and accommodations for students in the program. This position will assist the program in meeting students needs and maintain compliance with state and federal mandates. Students with disabilities served by DSPS programs remain underrepresented in the California Community College population when compared to their incidence in the general population. A significant increase in students to be served by DSPS will require additional resources for the program. That it is worth the effort as evidenced by the fact that DSPS helps students earn certificates and degrees at higher rates than their non-disabled peers. In most other outcome measures students with disabilities that are served by DSPS are performing as well and sometimes better than their peers without disabilities.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

15 Scoring Worksheet				
0	1	2	3	4

Score based on number of years position has not been replaced.
5-6 years – Three Points (3)

Katie Louie 5/29/09

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.

10 Scoring Worksheet				
0	1	2	3	4

DSPS has not hired a full-time faculty member for over the past 10 years. The DSPS department has two full-time teaching faculty positions and only one an adjunct counselor to serve over 700 students. With the expectation to have each student to have comprehensive ed plan through the Student Success Initiative, this would not be possible with the current staffing.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

10 Scoring Worksheet				
0	1	2	3	4

There exists many ways to improve the program so that it can be more responsive to student needs. As students with specific types of disabilities continue to enroll into Rio Hondo College, staff with the requisite training and experience to work with such students need to be hired. There is a need for the DSPS program to provide additional support for a Counselor and LD/ABI specialist who can assist with the DSPS intake process which includes evaluating students' educational background, possible symptoms of a learning disability, and previous assessments that may have been done, and determine whether further assessment is necessary, this is currently an unfilled position. DSPS department has two full-time teaching faculty positions and only one an adjunct counselor to serve over 700 students. With the expectation to have each student to have comprehensive ed plan through the Student Success Initiative, this would not be possible with the current staffing. Developmentally delayed learners and acquired brain injury students are just a few types of disabilities that will necessitate an experienced professional to work with them. The need for expanded individualized services and other support assistance becomes more vital to students educational development and success.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

5 Scoring Worksheet				
0	1	2	3	4

Ranked #1