**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **John Stanskas** |
| Program or Service Area:  | **Chemistry** |
| Division: | **Science** |
| When was the last Program Efficacy document completed? | **Spring 2008** |
| What rating was given? | **Continuation** |
| Current number of Classified Staff:  | FT | 1 | PT | **1** |
| Position Requested | **Convert ½ time evening lab tech to full time** |

1. Provide a rationale for your request.

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|  We are asking that the current ½ time evening chemistry laboratory technician position become a full-time laboratory technician for the department to cover afternoons, peak time for lab offerings, and evenings. Our evening sections have grown such that we offer more than one third of our laboratories in the evening.  Since the creation of the EMP one-sheet, our full-time faculty load has stabilized around 11 and our efficiency has increased to approximately 500 (spring and fall 2010). We currently offer 42 labs per week, but with the increase in efficiency, every lab has more students. This increases the preparation time required to present the laboratories for the lab technician. The request to reduce FTES generation led the department to determine that cutting back on lecture-only, GE applicable physical science courses and concentrating our efforts on the six course, laboratory science sequence from Chem101 to Chem213 was the most appropriate offerings. Furthermore, our demand for the organic chemistry classes (Chem104, Chem212, and Chem213) has grown. The organic laboratories are more time consuming and difficult to prepare. |

1. Indicate how the content of the EMP One-Sheet and latest Program Efficacy Report support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on the EMP and Program Efficacy).*

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|  The goal of the Chemistry department is to be the institution of choice for science students in the region. We measure this by expansion and enrollment in our major’s preparation courses. Starting seven years ago, we actively decided to strategically grow our courses and offerings, as well as the ancillary academic support services, required to accomplish this goal. This is evident throughout the last efficacy report. We have accomplished this goal and currently offer classes to more students than any of our nearby, community college competitors. The only program larger than ours is Mt. SAC in the region.  The data in the efficacy document and the EMP one-sheet both illustrate the growth the department has experienced. Pages 16 and 18 of the efficacy document indicate faculty load and enrollment trends.  As evidenced in the EMP on page 18, the Chemistry program has become one of the top 10 degrees attained at SBVC. On page 29 of the EMP, the growth of the program in terms of FTES production is available growing from 190 to 270 for the years shown (04-05 to 08-09).  During the present economic climate, we have changed our focus from growth to program maintenance and efficiency. To maintain instructional quality at this level of operation, appropriate support staff and adherence to safety protocol is important.  |

1. Indicate if there is additional information you wish the committee to consider *(for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).*

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|  The District Chemical Safety Plan recommends that no one person work alone in a laboratory setting. Currently, we have only one lab technician working by herself most of the time in the lab prep area. An additional full time employee, overlapping during the afternoon, would allow solution preparation and hazardous chemical handling to occur with at least two persons in the prep area during the afternoons. The preparation of laboratory consumables could then be organized such that the most hazardous substances were only prepared or used during those hours when an overlap in schedules exists. For academic year 2009-2010, the efficiency of the program increased to 500 (WSCH = 486 for Fall 2009, WSCH = 523 for Spring 2010). In addition, FTES production increased to 384 (184 for Fall 2009, 200 for Spring 2010). \*\*\*Note FTES generation counts both Chemistry and the one course in physical science offered by the department.  |

1. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

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|  The costs include the additional 21 hours of work and the retirement/health benefits necessary to convert the current 19-hour position to a full-time position. It is not appropriate to fund this kind of position from one-time monies or grants.  |

1. What are the consequences of not filling this position?

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|  The consequences of not filling this position are that we will continue to operate without adhering to appropriate protocol determined by the District Chemical Safety Plan. We will continue to have a turn-over in staff for evening laboratories creating instability in the coverage of the lab preparation.  |