**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Diane M. Dusick** | | | |
| Program or Service Area: | **Radio, TV, Film** | | | |
| Division: | **Humanities** | | | |
| When was the last Program Efficacy document completed? | **Spring 2010** | | | |
| What rating was given? | **Continuation** | | | |
| Current number of Classified Staff: | FT | 0 | PT | **0** |
| Position Requested | **Part time laboratory assistant** | | | |

1. Provide a rationale for your request.

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| While we have funding for student help, our program has grown over the last few years and we serve not only students in our department but produce videos and promotional materials for the campus and the community. We have expensive equipment in the lab and often equipment needs basic repair that could be done in-house by a classified employee. Students often waste valuable class time waiting for equipment to be checked in or out. Because our classes are ‘stacked’ to provide a rich environment for students, having a laboratory assistant/media tech could facilitate instruction as students sign equipment in and out.  When equipment failures occur during class time, the instructor’s time is diverted from instruction to tech support/trouble shooting. A classified staff person could deal with equipment failures by solving the problem or replacing the equipment to keep instruction on track. |

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 MEDIA ACADEMY was in place for the first time in fall 2009 and led to increased overall class sizes and improved WSCH per FTEF. With stacked classes and only one full time faculty member, we serve a unique population of students interested in a career in radio, television, and/or film. While we have SOME room for growth, classes were full in fall 2009 and some students dropped due to lack of equipment or laboratory space. Fall 2009 was a record semester, indicating increased need for the program.  *Because stacked classes are conducted in two rooms simultaneously with equipment checkouts taking instructor time away from instruction, a laboratory tech/assistant would support the program by checking out equipment, fixing broken equipment, and providing tutoring and instructional support.* (RTVF can be found on page 61 of the EMP) |

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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| Because cameras and other equipment that student check out can be valued in the thousands, having technical staff responsible for checking the equipment prior to check out and ensuring the equipment is returned with all parts and in working order will keep the instructor and students focused on learning. |

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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| An entry-level lab tech currently earns $19.25/hour. This expense would be ongoing and would increase with step increases in the position. |

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

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| Equipment may be lost or damaged; instruction time is lost as students line up to sign equipment in and out during class time; if the storage room is not maintained, time is wasted trying to determine where the last person stored it. Students in the lab are not supervised directly by the instructor if the instructor is in the storeroom finding and signing equipment out or signing equipment in and storing it. Damaged equipment is taken out of circulation until the end of the semester because instructors may be either unaware of the damage or unable to address the problem until instruction ends. |