

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	David Bastedo		
Program or Service Area:	Biology Department		
Division:	Science		
When was the last Program Efficacy document completed?	2009		
What rating was given?	Expansion		
Current number of Classified Staff:	3 FT		.5 PT
Position Requested	.5 Anatomy & Physiology Lab Technician		

1. Provide a rationale for your request.

The Biology department has three programs and three full-time lab techs. Six sections out of 57 lab sections are covered by one lab tech although with fairly challenging duties. Another lab tech covers 16 lab sections. The A&P lab technician position is responsible for 41 sections and multiple lab preps each week. Prior to this year the A&P technician was covered by 2 half-time staff positions. The department actually had 2 full-time and 3 part-time staff. The retirement of our two half time lab techs in A&P, opened a position for one full-time technician. This is where the department finds itself for the first time in many years with a single full-time technician in the A&P assignment.

This full-time position has created a new dilemma. Previously with 2 half time techs, we could assign one to the mornings and one to evenings, afternoons being the least active time. Currently the full-time tech works morning and afternoons so our evening needs are no longer covered. A .5 position lab technician for A&P is needed to cover the evening and Saturday lab preparations. Compounding the problem are the recent yearly increases in lab sections. Even as recent as 2004 the department only had 28 lab sections in A&P. Today it is 41. In addition, a lab sequence was added to a lecture only class adding 4 labs to the A&P schedule. These 4 new sections require a new preparation sequence and are taught in the same lab as another sequence. This requires constant monitoring and setting/ resetting of that lab. Finally the department, in promoting greater student access, has added more weekend courses to its schedule in recent years. To summarize, these factors have dramatically increased the responsibilities of the tech position in A&P.

- Addition of 9 regular lab sections
- Addition of 4 new lab sections
- New instructor variety
- 2 different lab preps occupying one physical lab space
- Addition of more weekend courses

Also, as more and more lab sections have been added to limited lab space. Less and less time is available to reset the lab for new experiences each week. Monday mornings were usually reserved for the weekly change over. With the increase in labs, some have filled this Monday morning time slot. Monday can be a difficult day as materials must be prepared and ready for 8 AM starts. The natural solution is to change over on a Saturday after the labs being taught then. All of these elements argue for the need for a new .5 part-time position supporting A&P.

2. 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*).

The number of lab sections served by our lab technicians has grown over the last 6 years. This is reflected in the overall numbers of students served by the department (see EMP pg.28). The number of students has grown by 300 . With 28 students per lab, this number equates to approximately 10 lab sections. Only one of these sections was outside of the A&P assignments. In addition, one of the goals of the department has been to convert one of the lecture only A&P courses to a lecture/lab course. This was completed and Fall 2010 was its first time. This added 4 sections of lab preparation to the tech position. So 13 sections of lab preparation work have been added to the A&P assignment. The work load for lab technician position in A&P has increased dramatically.

3. 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*).

Strict job descriptions and the CSEA contract limit the amount of crossover of duties that various lab technicians can perform. We apparently cannot have a microbiology lab tech deal with A&P situations. This restricts the flexibility of the lab techs and demands the need of separate lab techs in each area.

4. 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)

There are no alternative funding sources for this position in the department.

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

The full-time position Lab Tech position in A&P does not have the flexibility to cover all of the necessary time segments for the A&P labs. Evening and weekend labs and instructors will begin to encounter difficulties and lack support for their activities. In many cases the lab activities are preset and ready for the evening and weekend, but with activities proceeding Friday night and then into Saturday morning and/or afternoon, materials can get used, misplaced, or damaged. There is literally no one to help or cover for any difficulties arising during these time periods. There will be no one to prepare for the new resetting of 5 separate lab sequences that begin each week. There is an increased work load issue here for the position as well as a effective preparation and coverage issue for the department.