

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	Richard Jaramillo			
Program or Service Area:	Diesel Technology			
Division:	Applied Technology Transportation and Culinary Arts			
Date of Last Program Efficacy:	2010			
What rating was given?	Continuation			
Current number of Classified Staff:	FT:	0	PT:	1
Position Requested	1 additional part-time(19 hours) Tool room attendant			
Strategic Initiatives Addressed:	3.2			

1. Provide a rationale for your request.

The Diesel program has one part-time tool room attendant and is in need of a second part time tool room attendant to cover all the courses offered. Because of its remote location the Diesel tool room has no support from the Technical building tool room and must provide its own attendants. With the high cost of tools and equipment, a permanent part time employee is a must in order to make sure the tools and equipment are accounted for at the end of each the lab. The classes are held in the morning at in the evening. The current tool room attendant provides service for the evening classes. The morning instructors fend for themselves. It is hard to keep track of expensive tools, teach, and ensure that student work in a safe environment when heavy equipment is involved. This request supports the campus wide strategic initiatives of student success and institutional effectiveness.

2. Indicate how the content of the latest Program Efficacy Report and/or most current EIS data support this request. How is the request tied to program planning? (*reference the page number(s) where the information can be found on Program Efficacy*).

The last Efficacy was done in 2010 and the status was continuation. There was a dip in retention by 12% between 09-10 and 11-12. This was rather unfortunate and we hope it was an anomaly. The program was in a morass for last two years as the only full time faculty in the department was on the verge of retirement and was creating a competing program at TET, a private institution, located at the San Bernardino Airport. The faculty retired in March 2012 in the middle of a semester creating uncertainty in the classroom. Now the program is starting to grow again. New energetic adjunct instructors have been hired and there is an air of enthusiasm in the building.

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

The department is currently updating the curriculum to align with National Automotive

Technicians Education Foundation (NATEF) certified programs in diesel. This is the first step in the process of gaining certification

In preparing for the NATEF certification the department has purchased new tools and equipment using Perkins grant. In order to meet the NATEF standards the department is in need of keeping an updated inventory and providing students access to the tools and equipment.

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

The program may not pass certification and the students will not have access to tools and equipment in the lab. It may lose some of its hard earned resources. Since there is no clerical or supervisory support for this remotely located department, it is really important to have someone on site when the classes are on-going. The tool room person is an extra hand for the faculty in case of an injury or accident. The program has done so much with so little for so long that if this type of reasonable requests are not filled the morale will start falling again.