

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

Name of Person Submitting Request:	<b>Stacy Meyer</b>			
Program or Service Area:	<b>Culinary Arts Program</b>			
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>			
When was the last Program Efficacy document completed?	<b>2011</b>			
What rating was given?	<b>Continuance</b>			
Current number of Classified Staff:	0	FT		0
Position Requested	<b>1 part time lab technician</b>			

1. Provide a rationale for your request.

<ul style="list-style-type: none"> <li>• Each year the enrollment in the culinary arts program grows so grows the safety concerns in the lab classes. Currently Perkins IV pays for one Professional Expert each semester to oversee the students in the dining area (the servers) in the Sunroom, M, T, W, 19 hours a week. Perkins IV is no longer to be allocated for this position which will leave the students alone in the dining area during service or with one faculty to run the kitchen and dining area which is a safety hazard and the students will not gain the proper skills they need while serving and therefore not be successful in their training. If the one faculty is in the dining area this leaves the students in the kitchen vulnerable to injury, and unsupervised the techniques taught while the students prepare food will not be enforced, again leading to lowering the student's success in the program.</li> <li>• I am requesting this part time lab tech position to ensure student safety for themselves and the customers. The need for this position is 30 hours a week due to added responsibilities that have been placed on the department. This position will keep track of all budgets and income reports needed for the administration offices as well as supervise students in the dining room area and customer service.</li> </ul>
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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*).

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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*).

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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)

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