CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	**Marc Donnhauser**
Program or Service Area:	**Student Success Center**
Division:	**Math, Business, Computer Information Tech.**
Date of Last Program Efficacy:	**Spring 2014**
What rating was given?	**Continuation**
Current number of Classified Staff:	FT: 1 PT:
Position Requested	**SI Coordinator**
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Student Success (2). SBVC will Increase course success, program success, access to employment, and transfer rates by enhancing student learning.

Replacement ☐　　　　　Growth X

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request.

> The Student Success Center requests funding for a full time classified staff member as a Supplemental Instruction Coordinator. During Fall 2013, the SSC coordinated academic support efforts for 15 Supplemental Instructors within 3 academic disciplines. Currently during the Fall 2015 semester, the Student Success Center employs 44 Supplemental Instructors across 5 academic disciplines. Student Success/Retention rates have been compiled by SBVC's office of Research, Planning, and Institutional Effectiveness showing significant percentage point increases in (see attachment request dated 07/10/2014 for Spring 2014 Semester) success and retention for students who participate in Supplemental Instruction. Faculty support has consistently increased over the past two years in Supplemental Instruction and SI is being offered in various programs and academic disciplines across SBVC. A Supplemental Instruction Coordinator is needed to provide support to faculty, students, and the SBVC campus to collaborate with faculty in a variety of content areas that are offering SI support, ensure SI staff are being trained appropriately in SI techniques and work with administration to ensure that the SI program has continuity of service, support, and advocacy in order to maintain a stable program.

2. Indicate how the content of the latest Program Efficacy Report and current EMP 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).*

> Data within the EMP shows significant gains in student success and retention rates for students who attend SI sessions. During Fall 2013 STEM employed 15 SI's mainly in the areas of Mathematics. Currently the STEM program funds 44 SI's in 5 disciplines. The division of Arts and Humanities has also begun to use Supplemental Instruction and various programs on campus including First Year Experience have expressed interest in moving forward with Supplemental Instruction as well. The last Program Efficacy Report does mention and show

data showing significant increases in performance from students attending the SSC. During the time of the PER, SI sessions were being conducted in the SSC which were reflected in the SSC data. The current EMP does reflect that the SSC also supports 44 academic tutors in addition to the 46 supplemental instructors across a combined 22 academic disciplines within Science, Mathematics, CIT, Humanities, and Social Science with 1 Tutorial Coordinator.

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

The current budget allotment for academic support services under the general fund will allow for a total of 7 academic support staff for one academic year. Currently, the SSC supports 44 Academic Tutors and 46 Supplemental Instructors across 22 academic disciplines within Science, Mathematics, CIT, Humanities, and Social Science. In order to provide a stable and manageable academic support program that will support student usage and provide adequate SBVC campus coverage, the SSC will request funding which will employ 30 Academic Tutors and 30 Supplemental Instructors. To provide a stable academic support program, staff is needed. 1 Tutorial coordinator is not sufficient staff to cover the current and projected academic support needs of the SBVC campus. Faculty have been consistently vocal regarding the inconsistent academic support over the years which has been a symptom of inconsistent funding, and not sufficient staffing while trying to meet the academic support demand of our student population. "When we have grant funding we have great programs, but when the grant goes away so do the programs." The office of Research, Planning, and Institutional Effectiveness stated that over 90% of SBVC students test into developmental Mathematics courses and/or developmental English courses. San Bernardino Valley College desperately needs to commit to sustained funding in academic support, the staff needed to run academic support, and the structure needed to coordinate those efforts. It does not align with our SBVC mission to bring students in on the front end, only to have them fall out the back due to a lack of academic support.

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

Not filling the position would severely hinder the current and projected levels of support needed to provide student academic support needs. Furthermore, the SI Coordinator could bring consistency to the various SBVC campus departments who are currently using or interested in Supplemental Instruction. The Student Success Center with the help of faculty, administrators, staff, and student academic support personnel across multiple disciplines within the divisions of Mathematics and Science has been able to facilitate combined efforts within tutoring and supplemental instruction to address the needs of SBVC students and serve them based on current staffing allotments. Supplemental Instruction has been implemented in both divisions with direction of faculty and program staff working in tandem to achieve the common goal of increasing student success and retention. Supplemental Instruction at San Bernardino Valley College has demonstrated that it works and needs a SI coordinator.