

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2015**

Name of Person Submitting Request:	<b>Diane Dusick</b>			
Program or Service Area:	<b>RTVF/Inland Empire Media Academy</b>			
Division:	<b>Humanities</b>			
Date of Last Program Efficacy:	<b>2012-2013 (mini-review 2014-2015)</b>			
What rating was given?	<b>Continuation</b>			
Current number of Classified Staff:	FT:	0	PT:	<b>0</b>
Position Requested	<b>Media Specialist</b>			
Strategic Initiatives Addressed: (See Appendix A: <a href="http://tinyurl.com/l5oqoxm">http://tinyurl.com/l5oqoxm</a> )	Goal 2: Student Success			

Replacement  Growth

If you checked replacement, when was the position vacated? In 2014 Perkins no longer funded

1. Provide a rationale for your request.

The RTVF Department has very laboratory-intensive classes, with 15 out of 19 classes having an equipment-intensive 3-hour laboratory included as part of classroom instruction. With only one full time faculty member and limited paid student assistants, equipment failure, breakage, and loss are ongoing and frustrating parts of the daily learning experience. Often we have to wait days, weeks, or even longer for equipment issues to be resolved when, if a full time Media Specialist were available, they could be resolved during the same day. Numerous issues currently addressed poorly in the department that could be resolved with a full-time media specialist include

1. Identifying damaged or broken equipment immediately instead of waiting for it to be “discovered” the next time equipment is sent out
2. Keeping the student television and radio stations broadcasting without technical delays that often take months (and in some cases years) to resolve
3. Supervising and managing the equipment storeroom so equipment is catalogued, put back in its proper place, and teaching supplies ordered in a timely manner
4. Addressing computer crashes and other technical “glitches” without disrupting the rest of class or taking the instructor’s attention away from the rest of the class
5. Reducing student frustration and attrition because of technical problems that could have/should have been resolved quickly (thus improving persistence and completions and empowering students!)
6. Updating software in a timely manner rather than months or even a year after purchase
7. Working with faculty to identify state of the art trends to maintain a curriculum that is relevant to community needs
8. Keeping the student radio and television stations up and running, serving the campus community through information on the Campus Center televisions as well as via the Internet.
9. Providing students with the functional tools they need during laboratory classes to promote successful learning communities.

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*).

Although our success dropped by two percentage points in 15-16, it still remains above 70%. Our retention rate is maintaining above 90%. Enrollments dropped in 2014-15 and continue to be low in 15-16. Our first department priority is to continue the rise in student success and maintain or increase our retention rates. Our second priority is to encourage student completion of degrees and/or certificates. We met last year's goal of getting our adjunct faculty teaching video editing as a certified Avid instructor and we reviewed curriculum for RTVF 131 and 232 to match the Avid curriculum for certification as an Avid User (RTVF 131) and an Avid Professional (RTVF 232).

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.*).

4. **From page 6 of the previous program efficacy report:** “*Faculty continue to work with students to improve success by adding laboratory assistants, encouraging teamwork, and maintaining contact with students outside of scheduled classroom hours.*” Unfortunately, the funding for these laboratory assistants came nearly 100% from Perkins funding, which no longer permits paying student lab assistants. This is a huge loss for the department and a hardship in the laboratory classes.
5. Because SLOs from all 15 laboratory classes require students to demonstrate technical skills, it is critical that (a) equipment is functioning properly during laboratory classes, (b) the check-in/check-out process is efficient, (c) damaged or broken equipment can be identified immediately and repaired or replaced quickly, and (d) faculty spend more time in the labs teaching and not troubleshooting.
6. **From page 12 of the previous program efficacy report:** “The campus mission is to provide quality education and services to a diverse community of learners; the RTVF department’s mission is to focus that quality education and services for students specifically interested in careers in radio, television, film, and multimedia.” Without adequately functioning equipment and efficiently run labs, students do not receive the quality of education and service expected and the training they receive is less effective. Having a full time Media Specialist will help ensure equipment is functioning properly, less time is wasted checking equipment in/out, damaged or broken equipment is identified and repaired or replaced, and faculty are free to spend class time teaching.

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

While classes will certainly continue, they will continue will lower efficiency, increased student and faculty frustration, and an inability to effectively serve the campus community with student-oriented informational programming through the Campus Center monitors and Internet.