

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Tarif Halabi			
Program or Service Area:	Electricity/Electronics			
Division:	Applied Technology, Trans., and Culinary Arts			
Date of Last Program Efficacy:	Spring 2015 Mini Review			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	8
Position Requested:	Lab Assistant			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	3.2,6.1			

Replacement Growth X

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

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

Our program is extremely lab intensive and all our courses require circuit building and troubleshooting. One instructor in the lab is not enough to go around to help students and to look at 15 to 20 different circuits to help students troubleshoot and build circuits correctly yet maintain a safe environment. In addition, we have had a good increase in enrollment and more sections added necessitating the addition of a lab assistant.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

Our program enrollment has increased in the past three years from previous levels, even-though they have slightly dropped in the last year reflecting a college wide trend due to an improved economy. We remain in need of a Lab assistant to support the faculty in maintaining this growth as well as increasing expansion of program.

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

Improvement in student success and student retention will be positively affected. When adequate attention and help is afforded to students in the Lab environment when they perform their circuit building and troubleshooting, it will keep them involved and engaged thus improving retention and making them more knowledgeable in the field in addition to increasing safety in the labs since the students are working with electricity.

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

if class size stays at current levels or increases, not having an assistant will put a strain on our faculty and the student to instructor ratio in the lab environment will effect enrollment, growth and success of students not to mention safety factors.