

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Joshua Milligan</b>		
Program or Service Area:	<b>Welding Technology</b>		
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>		
Date of Last Program Efficacy:	<b>Spring 2015</b>		
What rating was given?	<b>Continuation</b>		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:	<b>Lab Assistant</b>		
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	2.5.1, 2.6.6,		

Replacement                       Growth

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 most of our courses require welding practice, testing, and troubleshooting. One instructor in the lab is not enough to go around and adequately help all the students. With 15 to 25 different projects happening simultaneously, it is difficult to help students troubleshoot and build skills correctly while maintaining a safe classroom environment. In addition, we are expecting to have a solid increase in enrollment. We have previously hired part time lab assistants with alternative funding sources such as Perkins. These funds are becoming harder to secure and more restrictive in their allowed uses. This has strengthened the need for a full time lab assistant in the welding program.

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.*)

The program has stabilized since the recent renovation project that caused the drop in student enrollment. As the word is getting out to students that the program is supporting their needs efficiently, enrollment is expected to steadily climb. The success of the students who have stayed in the program throughout the recent challenges has been high. To maintain the high level of success achieved, a full time lab assistant is needed to help give students needed support in the lab due to increasing enrollment. As enrollment increases, the time the faculty have with each students decreases which will decrease the student success if the lab assistant is not hired.

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

Student success will greatly improve and be maintained as well as student retention. Students will have the needed support for success in courses which will keep them involved and engaged, thus improving retention and making them more knowledgeable in the field.

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

As classes get larger, it will put the strain on our faculty and the students. As well as impact the student to instructor ratio in the lab environment. This would effect enrollment, growth and success of students.