

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2017

Name of Person Submitting Request:	Tarif Halabi			
Program or Service Area:	HVAC/R			
Division:	Applied Technology, Trans., and Culinary Arts			
Date of Last Program Efficacy:	Spring 2017 mini Review			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	1	PT:	7
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 as well as system setup and apparatus operations that must be prepared prior to class time. One instructor in the lab is not enough to go around to help students and to look at 15 to 20 different Lab setups to help students troubleshoot and correctly perform the lab 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 technician 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 year from previous levels in opposition to 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. By having a full time Lab technician and assistant, students will have a safer environment to work in. Also, their questions might be fully answered and the flow of the course might be sped up enabling the instructor to increase lab activities to promote a better learning experience. It will definitely affect student success and retention as the students can see that their Lab experience has extra support from an experienced lab technician and will foster a better learning environment. This in turn will also effect enrollment since it will produce a more viable and effective program that students will definitely benefit from. The lab technician will also aid the instructor in constructing new lab apparatus for more intensive curriculum.

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 Laboratory experiments 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.