

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2017**

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 2017</b>		
What rating was given?	<b>Continuation</b>		
Current Number of Classified Staff:	FT: 0	PT:	<b>1-2</b>
Position Requested:	<b>Lab Assistant</b>		
Strategic Initiatives Addressed: <a href="#">Strategic Directions + Goals</a>	1, 2, and 3		

Replacement  Growth X

If you checked replacement, when was the position vacated? \_\_\_\_\_ N/A \_\_\_\_\_

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 have seen a significant increase in enrollment that is continuing to go up. The duplicated enrollment went from 326 for the 15-16 year to 463 for the 16-17 year. The increased enrollment also causes additional wear and tear on the equipment and consumables requiring additional support for the students and faculty. 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 continued to increase the department's dire 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 duplicated enrollment went from 326 for the 15-16 year to 463 for the 16-17 year and the FTES went from 49.52 to 67.31 for the same years. This shows a 34.73% increase for the duplicated enrollment and a 30.45% increase in FTES. Because of these significant improvements, one of the major goals for the program's most recent EMP is increasing the support for both the students and faculty by hiring a full-time lab assistant. The program is continuing to sustain an increased growth for the current year. For this to continue successfully, and support the needs of the students, additional support is required.

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

Safety is a constant concern and liability for the school. Hiring a full-time lab assistant will greatly improve the safety in the labs and ensure that industry required standards for safety are

being met. As enrollment is significantly increasing, it is impossible for the instructor to monitor all of the students in a lab 100% of the time. Student success will also 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 their field.

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

As classes continue to 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 negatively affect enrollment, program growth, student success and retention.