

**FACULTY NEEDS ASSESSMENT APPLICATION**  
**Fall 2017**

Name of Person Submitting Request:		<b>Stephanie Lewis-Briggs</b>
Program or Service Area:		<b>Student Success Center</b>
Division:		<b>Mathematics, Bus. &amp; Computer Tech.</b>
Date of Last Program Efficacy:		<b>SSC was not in previous Program Review Efficacy rotations. On 5/13/15, the SBVC Academic Senate advised that Academic Support service areas be in the rotation. In the revised 5/12/16 schedule, SSC was included.</b>
What rating was given?		<b>NA</b>
# of FT faculty 2	# of Adjuncts 2	Faculty Load ( <b>per semester</b> ): 1.0
Position Requested:		Tutorial Center Coordinator
Strategic Initiatives Addressed: <a href="#">Strategic Directions + Goals</a>		(1) Increase Access, (2) Promote Student Success & (3) Improve Communication, Culture and Climate, (4) Maintain Leadership & Promote Professional Development, (5) Effective Evaluation + Accountability

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

The Student Success Center has historically employed a Tutorial Coordinator (CSEA position) whose minimum qualification has been a high school diploma. That individual, however, retired a few years ago. At that time, no center apportionment was claimed and no academic support was given to tutors by the coordinator. Most recently, however, the Student Success Center has sought to claim apportionment and provide greater academic support to its tutors, and are thus in need of a Tutorial Center Coordinator (CTA position). The best way to assure curriculum integrity and content support to the service area is that the tutoring coordinator meet California Education Code 58170 which states that the designated learning center is supervised (coordinated) by a person who meets the minimum qualifications prescribed by section 53415 as follows: The minimum qualifications for service as learning assistance or learning skills coordinator or instructor, or **tutoring coordinator**, shall be either (1) or (2) below:

- (1) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or
- (2) a master's degree in education, educational psychology, or instructional psychology or other master's degree with emphasis in adult learning theory.

The Student Success Center, which provides tutorial assistance yearly to approximately 3000 students enrolled in Mathematics, Chemistry, Biology, Humanities, and Social Sciences courses, needs and deserves a Tutorial (Center) Coordinator. Moreover, the staff that remain in the center (2 counselors) need their workload unencumbered by tutorial coordinator duties.

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.*)

This request supports SBVC’s 2017 Comprehensive Master Plan as it relates to Strategic Directions + Goals in the areas of (1) increased access, (2) the promotion of student success, (3) the improvement of communication, culture and climate, (4) maintain leadership + promote professional development and (5) effective evaluation + accountability. All of the aforementioned directions and goals require direct leadership, program stability and coordination by qualified staff. It has been our experience that piece milling academic support programs do not yield optimal outcomes. Since 2013-14 to Fall 2017, the SSC has experienced a 66% reduction of support staff through attrition, reduced funding and/or executive management decisions. The decrease in overall staffing, and under qualified positions for the needs of the SSC, has affected the quality of services provided and the working conditions of remaining staff, which has yielded inadequate & minimal academic support to SSC tutors.

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

<p>In the 2013 Academic Senate Ad Hoc Committee for Academic Support Report, findings revealed that the Student Success Center had “fragmented line-of-sight supervision and discipline training for student tutors is lacking; minimal to no content specialist involved in academic support operations and activities (all other college centers have a coordinator whose specialty is content); computer lab access is lacking; minimal print stations for students.” The report further stated that “Funding should be provided for support staff (<b>coordinators, counselors, tutors, research analysts, etc.</b>)...” [See <i>Academic Senate meeting notes from 5/15/13</i>]</p> <p>Currently, the Student Success Center continues to have minimal content specialist involved in the centers’ operations and line-of-sight supervision and discipline training for student tutors is still lacking. While increased funding for tutors did occur in previous years, position(s) that would provide the structure, content expertise, tutorial guidance and center coordination have been unfilled and/or are not a part of the Program Review process. Yet, those positions and the Tutorial (Center) Coordinator position are still relevant and needed for the overall functioning of the Student Success Center.</p>	
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4. What are the consequences of not filling this position?

<p>The consequences of not filling the Tutorial (Center) Coordinator position are (1) decreased quality of SSC services, (2) possible state sanctions for not satisfying Ed Code 58170, (3) structural instability, (4) adverse effects on SBVC’s Strategic Directions &amp; Goals (access, student success, communication, culture and climate, professional development, effective evaluation + accountability), and (5) curriculum integrity. Based on all of the information submitted, our Division would appreciate the Program Review Committee giving full consideration to our needs request and respond affirmatively.</p>
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