

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Mandi Batalo		
Program or Service Area:	Art Department		
Division:	Arts and Humanities		
Date of Last Program Efficacy:	Spring 2019		
What rating was given?	Continuation		
Current Number of Classified Staff:	FT:	PT:	1
Position Requested:	Expand position from 55% to full-time		
Strategic Initiatives Addressed:	#1 - Increase Access #2 - Promote Student Success #3 - Improve Communication, Climate and Culture #5 - Effective Evaluation and Accountability #6 - Provide Exception Facilities		
Needs Assessment Resources (includes Strategic Initiatives):	https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php		

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.)

The Lab Technician provides support to the ceramics, sculpture, glass areas, two-dimensional design and Gresham Art Gallery areas of the Art Department by (a) preparing materials and supplies for student use, (b) issuing the materials and supplies to the students, and (c) maintaining and operating laboratory equipment (i.e. tools, power tools, kilns, and furnaces) (d) keeping the labs open outside of scheduled class times and (e) providing technical assistance and support to instructors during scheduled class times (f) researching and generating purchase requisitions for supplies ordering supplies (g) maintaining equipment in the painting and drawing areas and (h) helping to set up Gresham Art Gallery shows and maintain Gallery equipment.

The number of hours currently allotted for the lab technician (55%) is not adequate to maintain the current workload and support student success. Additional factors to support this request are a new 3D Design course has been added to the Art Program as a requirement for the AA-T Transfer degree in Studio Arts and the new Curator/Faculty Lead is preparing more complex art exhibit installations that require assistance from the Lab Technician. The lab technician often requires comp time to complete the work. This request has been made for the past nine years.

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 art department is currently operating with 2.5 full-time faculty members to assist with approximately 2,000 students per year. The data from the 2018-19 EMP indicates the WSCH per FTE is 414, indicating we serve more students with fewer faculty hours. While there is a consistent FTE

load equivalent for 10 full-time faculty, we have operated with only 3 full-time faculty since 2010. Currently one of the full-time faculty members is FERPing and teaching 50% of his load.

The Art Department needs a full-time Lab Technician to support student success and to meet safety requirements. The Lab Technician supports student success by keeping labs open outside of scheduled class times, assisting students with the technical aspects of their projects while they work independently on their projects, and assisting instructors during lab times with the technical aspects of the classes. The Art Department anticipates an additional increase in Promise students enrolled in art classes who will also require additional further assistance. An increase in hours for the Lab Technician is a departmental goal in the 2018-2019 EMP Report and is relevant to the information found in Increase Access, Promote Student Success, Improve Communication, Climate and Culture, Effective Evaluation and Accountability and Provide Exception Facilities in the 2019 Efficacy Report.

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

It is important the three-dimensional area of the art department adhere to District and OSHA safety requirements. The Lab Technician, working with the faculty, is responsible for ensuring that safety requirements are met, including maintenance of MSDS sheets, safe preparation, storage and disposal of hazardous materials, and equipment safety. This request is tied to Promote Student Success, Effective Evaluation and Accountability and Provide Exceptional Facilities in the 2019 Efficacy Report.

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

The Lab Technician's main area of support is the three-dimensional area of the art department; however, the position does support the entire art department and the Gresham Gallery. With a limited number of hours, the work not completed by the Lab Technician must be completed by the instructors and this is time taken away from instruction. In addition, there is an emphasis on safety in the Art Department which increases the daily responsibilities of the Lab Technician. Without additional hours, growth is limited due to the lack of time for technical support needed to prepare and maintain laboratory materials, supplies, and equipment for the students and faculty. There is also the consideration that the department must adhere to District and OSHA safety regulations.