

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Kimberly Miller			
Program or Service Area:	Early College Program			
Division:	Academic Success and Learning Services			
Date of Last Program Efficacy:	New program			
What rating was given?	N/A			
Current Number of Classified Staff:	FT:	0	PT:	0
Position Requested:	Student Services Technician II (1 of 2)			
Strategic Initiatives Addressed:	<p>(1) Increase access: SBVC will improve the application, registration, and enrollment procedures for all students.</p> <p>(2) Promote student success: SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.</p>			
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 Early College Program requests funding for a full-time Student Services Technician II. Currently, the Early College Program is led by the Dean of Academic Success and Learning Services who is assisted by four short-term hourly Program Assistants. While the short-term hourly Program Assistants help with the day-to-day assignments, they are limited in what duties they can perform.

As a result of recent changes in the state's high school finance system, the Local Control Funding Formula, demand for courses offered through the Early College Program has increased significantly. However, without full time classified staff, the program is struggling to keep pace with that demand. The current workload capacity limits the program's ability to grow systematically and efficiently. Having a designated full-time technician dedicated to the Early College Program will allow the program to receive the proper time and attention that it needs do just that. Together with an Early College Program Coordinator, a Student Services Technician II will help establish integrated support to program partners, faculty, students, and SBVC campus.

The Early College Program allows high school students to take advantage of many SBVC opportunities with easy access. Students are allowed to take college-level classes during their time in high school that may be applicable to their high school graduation requirements as well as transferring to a university. What sets the Early College Program apart from the college's concurrent enrollment program is that students take the college-level courses at their high school as opposed to coming to our campus. It has been noted that due to the lack of transportation, many students are lost from the program if there is task requiring them to come to our campus.

Because the students who participate in the Early College Program are primarily high school juniors and seniors, they often need additional support as they transition from high school to college. Additionally, because this

program is offered through partnerships with other institutions, a dedicated staff member is needed to help coordinate the logistics of offering off-site sections. In return, offering off-site sections will help with SBVC collecting money. And while the requested coordinator position would primarily be responsible for establishing procedures and maintaining agreements, the Early College Technician would be able to focus on more of implementation of procedures and the day-to-day operations of the program. A Student Services Technician II is needed to perform such duties as outreach, recruitment, data tracking, as well as be the first point of contact for their part of the program. Establishing a full-time technician position will allow for growth of the program that would otherwise be unattainable.

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.)*

According to the EMP, there were 69 course sections offered through Early College in the 2017-18 academic year, which serviced 1,499 students (duplicated enrollment). During the 2018-19 academic year, the program grew to offer 127 course sections, which serviced 2,185 students (duplicated enrollment). This data shows a 180% increase in sections and a 146% growth in enrollment.

This growth is expected to continue to rise during the 2019-20 academic year. We can compare the number of course sections offered during the fall semester of subsequent academic years: During the 2017FA semester, there were 11 courses offered through the Early College Program. This number increased to 13 in 2018FA. In comparison, the 2019FA semester has 32 sections currently scheduled. This growth in course demand is owed to the implementation of the College and Career Access Pathway (CCAP) Agreement, which allows high schools to plan out a series of courses dedicated to an area of popular interest. Additionally, the student enrollment growth is expected to rise due to the GPA requirement lowering from a 3.0 high school GPA to a 2.0.

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

The program experiences high demand, high volume of service utilization in its day-to-day operations, as well as escalated demands during peak months of recruitment and registration.

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

The primary consequence of not filling this position is that the staff will not be able to sufficiently meet the demands of the growing program. Having a Student Service Technician II dedicated to the Early College Program will allow full program coverage to meet the needs of all three school districts and 18 schools that we are currently partnered with. Without the position being filled, there is limited availability to assisting every student in the program. This results in students seeking help in other departments that may not know the specifics of the program. As it is currently staffed, the Early College Program does not have enough resources to act as a foundation for program growth.

With the implementation of Assembly Bill 288, college courses for high school students are in high demand, and with that, an increased need for the Early College Program. Furthermore, the Student Services technician II can further increase student outreach activities, which increases SBVC's visibility to more students in the surrounding areas. The most unfortunate consequence of not filling this position is that students will not be able to have early access to a college-experience, nor be exposed to courses in a career of interest which would aid in the pursuit or change that career.