

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2019**

Name of Person Submitting Request:	<b>John Roberts</b>			
Program or Service Area:	<b>HVAC/Refrigeration</b>			
Division:	<b>Applied Technology, Transportation, and Culinary Arts</b>			
Date of Last Program Efficacy:	<b>Spring 2019 Full Review</b>			
What rating was given?	<b>Probation</b>			
Current Number of Classified Staff:	FT:	0	PT:	<b>0</b>
Position Requested:	<b>Laboratory Assistant</b>			
Strategic Initiatives Addressed: <a href="#"><u>Strategic Directions + Goals</u></a>	1,2,and 3 Access, Institutional Effectiveness & Resource Management, Student Success, and Technology			

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 HVAC/Refrigeration Department requests one full-time classified laboratory assistant – a Laboratory Assistant Specialist – for several reasons. First, HVAC/R field demand that technicians/students interact with increasingly complex equipment and technology. The lab assistant can provide a functional environment to facilitate this interaction. Second, the Lab Assistant will allow faculty to focus on their primary duty of teaching rather than being distracted by setting up and operating complex equipment and technology. Third, Lab Assistant will focus on the mechanical and technological operation of the actual trainers and systems, while faculty will focus on teaching students, while ensuring a safe classroom environment, as well as instilling student safety. Fourth, college-wide and HVAC-specific accreditation standards demand that students are equipped with the latest technical expertise and skills. While the Lab Assistant focuses on the day-to-day operations of the skills lab and can focus on classroom and practical (guided practice) endeavors. Lastly, the Lab Assistant will help the SBVC HVAC/R Department to fully (and properly) utilize existing and new equipment within the laboratory room.

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.*)

A program goal is to increase our enrollment and improve the success rate of students in obtaining their y Certification. Real world experiences will instill the hands-on knowledge needed by the students to succeed, not only in the laboratory settings, but on the real-world job-related application and passing various licensure exam.

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

The required configuration, setting up our lab equipment that relates to instructor's lecture requires a lot of preparation. The presence of a laboratory assistant greatly enhances students learning and help we can extend to address every step of our laboratory activities. Our advanced classes in HVAC require the use of our sophisticated and expensive high-tech training equipment made to resemble real-world application as closely as possible. Our laboratory assistant will serve as major contributing factor when full-time faculty enhances the application and integration of knowledge, skills, and critical thinking required by students. A team work of our Full-time and Lab Assistant allows learners to function in an environment as close as possible to real-world situation and provides them an opportunity to "think on their feet." Learning in adults is most effective when the environment is both participative and interactive and learners receive immediate feedback from experience lab assistant/technician and expert lecturers in HVAC Program.

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

For the growing demand and catching up the fast pace of new technology required by Employers and for our students to be successful it requires an experienced laboratory assistant or technician. The lab assistant prepares all equipment and trainers, runs the simulation on the trainer, resets all parameters and faults, and finally cleans up after labs have been completed, while the faculty member is guides and directs the students performing the experiments. The lab assistant would have the responsibility of ensuring that the trainer systems, required circuitry, and any other equipment necessary to a given scenario are operational. We need highly skilled laboratory assistant and experience/expert full time faculty with high level of attention to details, quick assessment skills, and critical thinking to be imparted to our students taking HVAC Courses. The setup, maintenance and cleanup procedures in the lab while imparting safety procedures in the lab will greatly aid the Faculty and will ensure student success and promote growth.