

FACULTY NEEDS ASSESSMENT APPLICATION

Fall 2019

Name of Person Submitting Request:		Kimberly Wingson
Program or Service Area:		Middle College High School Program
Division:		Academic Success & Learning Services
Date of Last Program Efficacy:		Spring 2019
What rating was given?		Continuation
# of FT faculty:	# of Adjuncts:	Faculty Load (per semester):
Position Requested:		1 full time counselor Tenure Track
Strategic Initiatives Addressed:		1. Access 2. Success 4. Maintain Leadership
Needs Assessment Resources (includes Strategic Initiatives):		https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php

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

Middle College High School Program (MCHSP) is requesting a full-time counselor tenure-track to be paid for through general funds. The rationale for this request is as follows:

Funding Limitations: The current Middle College Counselor's position is listed as full time temporary, subject to grant funds specifically from the Chancellor's office and SSSP. Being that these funds are provisional, this places a risk on program to be able function effectively.

Expansion of Program: Viewing the EMP, you will be able to refer to the success rate and background of the students we serve. The original population included 75 students enrolled in the 10th grade, and by 2005-2006 the total population were not to exceed 200 students. Since then the school has expanded to include 9th grade and now includes approximately 280 students 9th through 12th.

History and Changes: The original staffing prior to receiving the Chancellors grant did not have a designated faculty lead or counselor specific for the MCHSP on the college side. Much of the collaboration was dependent on the high school faculty and staff for service and implementation. The program did not identify a designated college counselor in 2001, but rather used the high school counselor to make referrals for college courses. This caused students to be disjointed with educational plans, leading students to take courses not necessarily applicable towards a set goal. Upon receiving the Chancellors grant in 2012-2013, the program then was then able to hire an adjunct counselor, faculty lead and a split clerk to service the Middle College High School students.

In Fall 2016 the SSSP funding created an opportunity to compensate for a full-time temporary counselor for the program. This allowed for the counselor to double the services given to students, and was able to meet with the students twice or more during the semester as opposed to once a year as an adjunct counselor. This led to an increase in student completion for educational goals, i.e. number of transferable units, degrees and IGETC certifications. With the student success act mandates, counseling, advising and development of education plans have been crucial to assisting students in obtaining their academic goal.

Counselor Role: As of to date, the role of the full-time Middle College Counselor has now expanded in combination with coordinator, counselor and some clerical functions. The counselor's duties consist of but are not limited to student academic advising, teaching a student development course to the 9th grade

population in fall semester, coordinating a network brunch in spring semester, maintaining grant budget and reports, updating existing MOU, serving as a liaison between college, high school and community members, along with additional administrative tasks specific to program needs. At times the counselor, must work with the team to complete some clerical items due to the fact that the administrative secretary is split between the division offices which can limit functions completed.

The Middle College program follows specific standards and requirements which differ from the general population. Therefore, students do not visit the general counseling office since general counselors are unaware of the requirements specific to the program. The program greatly benefits from a designated counselor in order to develop better rapport with the students and to provide a direct services for betterment of the program.

Reason for Need: The program ideally needs a designated full-time counselor, adjunct counselor and clerical staff to uphold all the core services of the program. Limited availability of an adjunct counselor can reduce the number of services offered to students. In addition, since both adjunct and full-time counselor are temporary positions the possibility of turnover is likely. These positions can be unpredictable depending on the job opportunities received of the current staff. Training new staff can also pose a challenge and delay for the program as the individual becomes acclimated.

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 MCHSP current EMP supports this request. Specifically the report notes the need for a full-time Middle Counselor based on the increase number of students served. Reviewing the data we are able to see a distinct increase in services in Fall 2016 when the full-time counselor position was made. This allowed for more students to be served, and increased the number of students completing their education goal. In fact, in our recent Counseling Services Survey, students had reported that 33.5% at least met with a counselor twice a semester, and 13.5% saw a counselor more than twice a semester.

Reviewing the data listed for AA/IGETC completion, it is evident that having a specific college counselor for the Middle College population is vital to student completion of their academic goal. In 2012, when the first year when the adjunct counselor was assigned, there were a total of seven associate degrees and four IGETC certifications. Note the first graduating class (2015-2016) who received college counseling services for their entire high school term, showed a significant increase with a total of 21 associate degrees and 23 IGETC certifications.

Now with the role of the MCHSP Counselor fulfilling multiple roles including counseling, teaching, administrative and some clerical tasks, services can be sometimes limited for students and the program. The program has benefited from transitioning one of the adjunct counselor to a temporary full-time position. However, both adjunct and full-time counselor positions are grant funded and provide a lack of stability to the program should this funding be eliminated. Further, without job stability, faculty are likely to search for permanent positions, which can be a challenge to retrain new hires to become updated with program procedures.

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.*).

The Middle College Program is primarily funded through soft money, specifically the various grants available to the program. The Chancellors Grant is one area of funding where the program receives a large

source of support. Unfortunately, this grant requires a renewal process every three years, thus still leaving the possibility of that the program may not be approved in the coming years.

The SSSP funds are also grant funded. As of this time we are already beginning to see a hardship in hours, since faculty most recently received an increase in salary preventing the counseling department from providing any additional overload hours for the program.

Our Middle College students report an average of 94% success rate in college courses along with a 99% retention rate. In comparison to the general population, the Middle College students have shown a strong success rate, and have excelled in academics and leadership.

The goal of the program is to continue to increase student's services for the program. To be able to target our at-risk population and provide extended services for the advancement of the students. We would like to increase mandatory meetings with counselors and provide additional workshops for both students and parents to expand the knowledge of college and transfer requirements.

With a stable position of a full time counselor, the program will not only be able to accommodate the clerical and grant needs, but most importantly the full-time counselor will be able to increase the number of services provided to students, which will ultimately increase student success and retention within the Middle College Program. Since 2001 we have seen an increase in parent request regarding college knowledge presentations. We have seen students requesting additional meetings regarding transfer, IGETC, CSU requirements, and class selection, and we have also experienced an increase in the high school staff requesting college and high school collaborations. Opening a full-time position will assist SBVC Middle College Counseling in accommodating the needs of both the high school staff, the parents, and students. Overall, with a stable full time position Middle College aims to increase contact rate of each Middle College student, thus increasing their overall success rate on both the high school and college side.

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

Failure to fill this position could place the program in jeopardy should funding be an issue in the future. This upcoming year, the program will be reapplying for the Chancellors Grant for the MCHSP. The program does count on both the Chancellors Grant and SSSP funding in order to keep current counseling positions for the program. Without such positions, the program will be at risk of maintaining college services, which can reduce the success rate of student completion of goals.