

**Program Review 2013
Classified Staff Requests**

Instruction

Department/Program	Position Title	Job Description	Rationale	Status
Art 2-D and Photography	See updated request from Dean Henson			Recommendation by Dean Henson to hire 1 FT Inst. Aide II or Technician for multiple art areas: Ceramics/Sculpture, Art 2D, and Art Photo
Art History	Instructional Aide, part-time	To help maintain websites and provide instructional and administrative support (entering SLO data, etc.)		Dean Henson has suggested alternate approach.
Communication Studies			Continuation of .48 Instructional Aide II position after 2014 (Measure G expires)	
Cosmetology		Increasing staff from 11-month employee status to 12-month employee status		Request already approved
Cosmetology	Increase Storekeeper position to higher level position		Need for higher level position to assume coordination responsibilities and supervision of front desk staff.	
Cosmetology	Hire Storekeeper .48		Backfill behind the existing Storekeeper position	
Digital Media	Instructional Aide II FT	See updated information from Dean Henson		Dean Henson recommends 1 FT Inst. Aide for DGME; assist with electronic music
Digital Media	Instructional Aide, part-time			Dean Henson has suggested alternate approach; increase current .48 position to FT

Digital Media	Director of Digital Media Program			Dean Henson has suggested alternate approach; see above
Kinesiology/Athletics/ Dance	Athletic Trainer	Increase from current 48% to 80%; updated recommendation to FT	Year round training. Legislated fall season. Need for greater stability.	
Kinesiology/Athletics/ Dance	Athletic Trainer, full-time	Increase from 11 month to 12 month		Request Already Approved
Learning Center	Instructional Aid II, 1.0 FT	Provide additional coverage in the Learning Center; currently have 1 FT IAI, 1 Program Services Coordinator, 6 students	Position would be shared between LC and Communication Studies and would help to provide evening coverage.	
Library and Library Studies	Library Support Specialist, full-time	Access Services and Cataloging	Skilled position. Can't be learned on the job. Position would help staff front desk.	Position has been vacant. Was defunded during budget crisis.
Mathematics (Consider as Institutional Request)	Program Services Coordinator, .48; Updated recommendation to be FT position	Institutionalizing of SI	SI Success; increase from 3 sections to current 9 ;work with LC to expand to 12 and include other divisions; begin institutionalization from 2 yrs of special funding; focus remaining math faculty on teaching.	This request was submitted by the Math/Science Division but should be considered an institutional request.
Math/Science	OA II, .48		Division Office has had the same student worker for decades. Over the years, the position has taken on the work of OAI. Beginning, spring, 2014, student no longer available. Division needs the ongoing support.	

Music	Instructional Aide II, 1.0 FT		Position is equipment and technology "heavy." Piano tuning, cobra locking system/each semester. Division Assistant and faculty are doing the bulk of the work.	
Nursing	Classified Staff (ongoing)		Managed hire position; need to support beyond 2014.	
	Nursing Skills Center Lab Technician, full-time (prioritized plan)	Increase from .48 to FT	The nursing dept is facing increasing pressure to use more advanced technology to train students. Access to skills lab by faculty and students is being limited by the part time schedule of the technician.	
Physics and Integrated Science Center	Instructional Aide II , 1.0	Provide direct support for students using the ISC.	Program reviews for Physics and the ISC request staffing for additional support in the ISC for tutoring and general oversight. Faculty have office hours in ISC; other support from the Astronomy technician.	

Student Services

Department/Program	Position Title	Job Description	Rationale	
Admissions & Records	Admissions & Records II Classified Staff	Assist with general A&R operations including staffing the counter; answering telephones, responding to emails, scanning and indexing documents, and assisting with projects as needed.	Increased demand for services to students. This was a position that was defunded during the budget cuts. A&R staffing reduced from 11 to 6.8. Dean gave up Staff Assistant position.	
	Program Services Coordinator	Provide classified support in the Veterans Resource Center (VROC).	Faculty Liaison retired. Need direct supervision of the Center	
	.48 OAI for International Ed	Process student applications and providing support to Project Director	Increase in international student enrollments; support needed; May be able to be funded by District augmentation for IE.	
Career Services Center	Office Assistant, Program Coordinator, or Career Counseling Assistant			Dean Ramezane has different approach for meeting needs in Career Services; see counseling services
Child Development Center	Office Assistant II		Position was eliminated during budget cuts; Director has assumed the majority of clerical tasks. No staff at front desk to meet/greet parents and visitors. Area vacant when teachers are in the classrooms. Potential safety and liability issues.	

Counseling Services	Program Service Coordinator - 2.0 FT; 1 new; 1 to be restored after being defunded during budget crisis; vacant OAll position to be upgraded to PSC		Transfer is a major initiative and needs additional support. Students need career and counseling assistance to prepare to identify a major goal. Additional support for transfer and career is needed to support our college mission and goals.	
Disabled Students Programs and Services (DSPS)	Instructional Aid II		Continue funding current IA II; currently managed hired funded	
Disabled Students Programs and Services (DSPS)	Office Assistant II		Continue funding current Office Assistant II and IA II in APE; currently managed hired funded	
Extended Opportunity Programs and Services (EOPS)	Career Resource Aide	Support program staff and students with office functions; serve as front person for scheduling, responding to inquires and appointments.		Removed by K.Romero; not needed at this time
Financial Aid	Program Services Coordinator	Scholarship staff will be managing the Scholarship program including outreach to potential students and work with the SMCCD Foundation. Feedback with donors, updating website, awarding and disbursing scholarship funds.	This position was defunded during the budget cuts and was absorbed by existing Financial Aid staff. The current technician is heavily impacted during peak scholarship season. More studentns receiving scholarships; increase in the awards/# of donors	

Multicultural Center (MCC)	Program Service Coordinator, 1.0 FT	Develop program services including tutoring, student management and follow-up, peer advising, outreach activities; organization and implementation of activities and events with emphasis on diverse populations and the needs of those populations. Increased instructional support and collaboration; retention and successful course completion of ESL, basic skills, AB540, Foster Youth and other vulnerable populations.	Develop and implement program services. Provide student follow-up; tracking; and support to increase success rates of ESL, basic skills, AB540, Foster Youth, LGBTQ, and other underserved, non-traditional populations. Provide Staffing services that are responsive to student needs. Provide assessment of SLOs.	Would be funded 25% by CalWORKs
Student Health Center	Health Education Specialist, .48	Prior position defunded when grant funding ended. Position helps coordinate the work of the peer educators.	Support position beyond life of mental health grant.	
Student Life & Leadership Development	Staff Coordinator for Service Learning, .48	Establish Service Learning Committee		
Theatre	Technical Staff, part-time		Increased demand for Theatre use by instruction programs and college events as well as external clients. Additional support needed for the Theatre Manager.	
	Technical Staff, full-time			
	Clerical Staff, part-time			

Transfer Services	Office Assistant II	Facilitate and organize classroom visits and presentations, as well as possibly schedule transfer counseling and university rep appointments. Also, design flyers and work with the Community Relations and Marketing Office to advertise special events and activities promoting transfer campus-wide.	The goal of transfer outreach is to encompass as many departments and programs as possible to promote and support transfer to many of our students in a variety of disciplines, having a classified staff person would be a necessity for Transfer Services.	Dean Ramezane has different approach for meeting needs in Transfer Services; see Counseling
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Learning Support Centers

Department/Program	Position Title	Job Description	Rationale	
CIS Computer Center	Instructional Aide II .48	Provide support to students in the lab	Provide lab coverage for evening classes.	
CIS Computer Center	Instructional Aide II		Needs to be a 12 month position.	Request already approved; selection process underway
Business Lab	Current 0.48 IAll position		Needs to be maintained beyond 2014; currently managed hired	
Digital Media Center	Instructional Aide; full-time		Lack of staffing hours have made it difficult for the facility to be properly utilized.	Dean Henson has alternate approach; see DGME
	Instructional Aide; part-time		Lack of staffing hours have made it difficult for the facility to be properly utilized.	Dean Henson has alternate approach; see DGME
Integrated Science Center	50% staff person to increase current 25% level to 75%.			See Physics request

Writing Center and English 800 Center	1 full-time Instructional Aide II position to replace 2 part-time Instructional Aide II positions.			Currently on hold per Dean Comerford
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Other Departments

Department/Program	Position Title	Job Description	Rationale	
Community Relations & Marketing	Web Programmer Analyst, 1.0 FT	Permanent and consistent support and maintenance for web programming to meet institutional needs.		Request removed by Beverly Madden
	Part time or contracted staff	Maintaining the current support for all written communication needs		Request removed by Beverly Madden
	Part time staff assistgantg (+/- 20 hrs.)		Dedicated administrative support to the director and staff. Improved opportunity for program and services development Student supervision and campus service support.	
PRIE	Research and Planning Staff Support	Supports the preparation of accreditation documents (e.g. Self Evaluation, Subchange reports), mandated reports of quantitative and qualitative, data, and other college reports related to planning; requires advanced skills in desktop publishing and presentation graphics; advanced skills		

Department/Program	Position Title	Job Description	Rationale	
Cabinet	Staff Assistant/Division Assistant	Support for new dean position; Dean of Academic Support		
	Accreditation Support Analyst	Provide direct support to the Accreditation Liaison Officer (ALO) with accreditation requirements, reports and ACCJC communications		
VPSS	Office Assistant II	Provide clerical support for VPSS, VPI and President's Office; greet members of the college community and public entering the VP area		
VPI	Staff Assistant	Support needed to comply with state regulations; maintain databases for various areas under VPI purview; and compliance with district processes (e.g. CIAG audit process).	Position used to exist. Was defunded.	

Legend:

Green: Previously approved

Yellow: Position currently managed hired or funded by Measure G

Pink: Division Dean has reviewed request and suggested alternate approach.