

Resource Requests

NOTE: Program Review authors are strongly urged to share a draft of the resource request with their Dean at least two weeks prior to submission. The Dean's perspective and input on the resource request content is vital to it being as strong, accurate and persuasive as possible.

Full-Time Faculty Positions

1. Describe the position being requested (e.g., biology faculty with expertise in anatomy).
Two Communication Studies full-time faculty.
2. Describe the rationale and motivation for the request. Include information on program LOAD; ratios of full-time FTEF to hourly FTEF and full-time to part-time faculty; recent faculty retirements; any mandates and regulations affecting the position; and any additional reasons, including impact on the community at large.
 - A. Retirements: The Communication Studies Department had 4 full-time faculty members till Pat Paoli retired around 2011/2012. The department will have only two full-time faculty members after Kate Motoyama retires summer 2019 to staff over 45 course sections per year and help run the department. COMM consistently offers over 45 sections per year, all transferrable courses integral to fulfill GE requirements for certificate and degree needs. The last time the department hired a full-time faculty was 1995.
 - B. LOAD: Communication Studies has a consistent high LOAD of 480 (15-16), 467(16-17) and 472 (17-18). The Division LOAD was 426 for 15-16, 16-17, and 416 for 17-18.
 - C. Full-time FTEF to hourly FTEF ratio: 60.6% before Kate retires, already below college average of 61.1%. The ratio will drop significantly after Kate retires.
3. Discuss how the position will help the department and/or division meet goals and support student learning as described in most recent program review.
Communication Studies has an enrollment of 1372 students a year (similar to ESL's 1330, and about 38% of English and Literature combined). COMM became the 2nd largest department in Language Arts Division since the last Program Review. In our last PR, our goals included maintaining high success and retention rates and narrowing the achievement gaps/increasing equity. To meet these goals, the department is active in learning communities, such as MANA and Puente. It is crucial to replace Kate with a full-time faculty for the department to continue its excellence in supporting student learning.

Classified Staff

Description

Full-time Instructional Aide for COMM Center.
Communication Studies and Foreign Language shared a full-time aide but lost this position due to managed hiring/budget cut around 2011/2012. With our enrollment of 1370 students per year, our lab is heavily used. Our department anticipates even heavier usage due to the AB 705 effects when under

Cost Grade 22/step 1 **about \$85,000**

prepared students take transferrable COMM courses. A full time instructional aide is important especially when the department has very few full-time faculty members.

Equipment and Instructional Materials

NOTE: No requests for computers for individuals or learning support centers should be put here.

Description

Cost :\$2300x3=\$6900 per IT

3 MacBook Pros for adjunct faculty to record speeches in class. One for Briana who is using the division spare, one for Leif Rogers who will staff lab spring 2019 and may teach after Kate retires, and one for Charles Rope whose computer is too old.

SHIPPING AND
TAX

Facilities (including furniture)

For immediate or routine facilities requests, submit a CSM Facility Project Request Form.

Description

Cost (leave blank; facilities will provide cost estimation)

Other resource requests currently not funded (student assistants; program events and projects; adjunct support; etc.)

Description

Cost