

## FULL-TIME FACULTY POSITION REQUEST FORM

**Submission Date: 2013-2014**

(Based on Criteria for Full-Time Faculty Requests agreed on at the Instructional Administrators Council, with the Dean of Counseling and the Academic Senate President present, 9/25/12)

1. Describe the position being requested (e.g., biology faculty with expertise in anatomy).

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Cosmetology faculty with expertise in the fundamentals of Cosmetology

2. Explain how the position supports one or more Board of Trustees Core Values, the College of San Mateo Mission and Diversity Statements, the College of San Mateo Institutional Priorities, and college initiatives.

This addition would bring the Cosmetology Department back to original standard of having one instructor for each core class. This would support the College's Mission Statement by increasing academic success of the students.

With the increase of physical space of the department, more faculty is required to manage the classroom. The fourth full time Cosmetology faculty member will lead to more student success, improved academic excellence, and better classroom control.

3. Discuss how the position will help the department and/or division meet goals and support student learning as described in program review.

With the addition of the fourth full-time faculty, student success, as measured by the pass rate at the State Licensing Agency will increase. The last statistic received from State Board noted a decline in the pass rate on the written portion of the exam from 66% last quarter down to 53% as last reported. This trend is unacceptable and would be reversed with the additional faculty.

4. Explain how the position will promote increased student success as described in program review in one or more of the following areas:
  - o Career and Technical Education (CTE): Include evidence of a demand for the next five years (e.g., EMSI data available from the dean, data indicating healthy employment demand, other available environmental scans)

The Cosmetology Program is in high demand and according to Gainful Employment Disclosure Data, 93% of the Cosmetology students complete the program in a timely manner. "Personal appearance workers" job opportunities will increase by 16% over the years 2011 to 2017 in the Five County Bay Area Region.

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5. Identify number of students served by the department.

Academic year 2011-12 enrollment dup head count 425 students

6. Discuss LOAD (The definition of LOAD is provided in the Educational Master Plan. The Budget Planning Committee sets College of San Mateo's target college-wide LOAD. Contact administration for current LOAD target.)

The load for the Cosmetology Program is 1252.5 exceeding the College average of 568.2. The Cosmetology LOAD is 120% greater than that of the College average. Currently there are 2 full time faculty and 2 adjuncts teaching four 10-unit classes. The LOAD trend is increasing due to the need of additional full-time faculty

7. Describe the impact of the following full-time / part-time faculty issues.

- Full-time and part-time faculty in the department or discipline
- Ratio of full-time FTEF (full-time equivalent faculty) to hourly FTEF
- Headcount of full-time faculty
- Headcount of part-time faculty
- Headcount of overload faculty (full-time faculty teaching an overload)

There were only 2 full-time faculty serving 425 students in the academic year 2011/12. Although the productivity number is 120% above the college-wide LOAD, the academic success, as measured by the pass rate at the licensing facility, has declined to an unacceptable rate of 53%. It's clear the productivity number as expressed by the LOAD is inversely related to the pass rate of the NIC licensing test.

There has been a need to hire part-time faculty to teach some of the courses in the Program. This practice leads to inconsistency in managing the classroom and delivering a cohesive curriculum and is surely responsible for the decline in student success.

Also, both full-time faculty work over-load putting extra stress on these individuals resulting in a less than optimal work environment.

8. Discuss impact (positive and negative) of full-time to part-time faculty ratio on the program's goals, targets, and program student learning outcomes.

In 2011-12 the Cosmetology LOAD is 120% above the average College LOAD. This has impacted the student success as measured by the pass rate at the State Licensing facility, which has declined to 53%.

9.. Recount number of faculty retirements for the past six years

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One faculty retired in 2010

10. Discuss the vitality of the program (e.g., curriculum innovation, involvement in teaching and learning initiatives, faculty participation on committees, faculty participation in professional development).

One faculty/coordinator serves on the Scholarship Committee, CSM SLOAC Committee, Hiring Committees, Campus Emergency Committee, outreach activities, Connect to College, San Mateo County Fair, High School Career Days and plays, non profit organizations volunteer. The other faculty serves on the Tenure Review Committee.

11. Discuss any mandates and regulations affecting the position.

Since the deregulation, resulting in the cessation of instructor licensure by State Board of Barbering and Cosmetology, it has been increasingly difficult to find appropriately trained cosmetology faculty.

12. Provide any additional reasons for filling this position as determined by the department or discipline and the division including need and impact on the community at large (beyond CSM).

Clients served by the Cosmetology Department are mainly senior citizens of the local community and have come to rely on the department for their grooming needs. With additional faculty, the department could offer more extensive esthetics services and generally improve the quality of the services provided by students.

More community outreach, facilitated by increased faculty, would result in an increased student population and a larger client base. This would increase revenue that goes directly into the College's general fund.