

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).

Full-time Cosmetology instructor that is skilled in teaching the fundamentals in Cosmetology. The instructor for the freshmen side needs to be able to break down to the most basic level all the techniques and services that the students are required to learn.

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.

Priority Number one of CSM Institutional Priorities is to improve student success. When the Cosmetology program has 4 full time core instructors it will improve student success by having a consistent and stable curriculum that is highly effective in ensuring the students success in the program, when they take their licensing exam and when they are a productive part of the Beauty industry. Four core instructors will work together to make sure that the techniques and services taught are standardized and developed for a high quality Cosmetology program.

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

The position of the 4th core instructor on the freshmen side will ensure that the material taught is consistent and relevant to the curriculum. Goals can be met with more success when duties can be assigned to a complement of faculty and staff. More strategies can be put into place for effective outreach activities that gives the students confidence and expertise in the services that they will be providing. A full staff will also give the opportunity for implementing plans to improve the academic success of all students. This is extremely important given the diversity of the student population in the Cosmetology program both in nationality and economic status.

4. Explain how the position will promote increased student success as described in program review in one or more of the following areas:
 - o Transfer: Include discussion of articulated pathways (e.g., UC, CSU, IGETC, SB 1440 transfer degrees, collaborative agreements with other community colleges and/or four-year transfer institutions).
 - 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)
 - o Capacity to move students from basics skills or ESL to transfer or CTE.

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Industry salons contact us constantly for requests for students to come to apply for positions. Since this is constant and ongoing, we know the demand is high for new people entering the beauty industry work force. We are developing a face book page that we will list all requests from industry for new employees. We feel this will be very useful to help place our students in positions and will also help us to create data as to where our students find work in the field and will eventually help us to determine the success of placement and demand for new positions.

5. Identify number of students served by the department.

The number of students served by the department has been around 100 students per academic year. The number has been reduced slightly because the program has been understaffed for a number of years.

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 factor has gone down because we are still understaffed and have had to take smaller classes. A full 4 core faculty will ensure better prepared students for the licensing exam and will also allow for the program to grow and accommodate the growing demand for cosmetologists in the beauty industry

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)

It is hard for the program to run effectively when there is part time faculty because when they are there for only one class a week, it is hard to keep consistent with the standards that need to be met. Part time faculty usually are not present at staff meetings and policies are not supported when they are not there all the time. It is hard for adjunct faculty to stay abreast of certain issues with students or department issues when they are not present every day.

There are 3 full time faculty and one part time faculty
There is one full time faculty doing 2 overload classes and one full time faculty doing 1 overload class

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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.

The impact of not having all full time faculty is that the consistency and effectiveness of the program depends on all faculty and staff working as a team to ensure that the students receive the highest standard of instruction. This entails that there is full participation by every member of the faculty and staff. The program runs five days a week for eight hours a day and this dynamic alone creates a need for a stable environment for the students.

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

One faculty has retired a year ago.

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).

The department has faculty involved in scholarship committees, and tenure committees. There is staff on College council and Safety meetings. We participate in any and all events that the college has that includes the presentation of discipline or programs. We do any community service that has been requested. Our faculty would like to take workshops to keep current with the increasing interest in make up by our students. We would always stay current with industry standards and have taken skin care and hair color classes on a regular basis.

11. Discuss any mandates and regulations affecting the position.

[Click here to discuss mandates and regulations](#)

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).

The program will run more efficiently if there is full faculty. This will enable the students to have the optimum educational experience and will raise the pass rate of the written examination for licensing. Currently, we are at 95% to 100% every quarter for the practical portion of the exam and we are at 74% for the written portion of the exam.