# *Program Review* <mark>*Part 1A*</mark> *2018-2019*

*Program Review Part 1A forms DUE Friday, April 12th, 2019*

| PROGRAM TITLE: | |
|---|---|
| PROGRAM CONTACT: | |
| SUPERVISOR/DEAN: | |
| VICE-PRESIDENT: | |
| DATE OF REPORT: | |

*If you need technical assistance, please contact Minerva Flores at mflores@mendocino.edu or x3011. For further questions, please contact Debra Polak at x3068.*

In order to provide adequate time for reflection on program, division, area, department or service improvement, there will be two submission dates for Program Review 2018-2019.

Program Review Part 1A – If you are submitting a staffing request, you will be completing Program Review Part 1A. The due date is Friday, April 12th, 2019 by 5:00pm.

Program Review Part 1B– All areas, divisions, departments, will complete Part 1B. Program Review Part 1B is due Wednesday, May 22nd, 2019 by 5:00pm.

Program Review Part 2 - Only programs and departments in GROUP A are required to complete Part 2. Program Review Part 2 is due Wednesday, May 22nd, 2019 by 5:00pm.

GROUP A: PART II – INSTRUCTIONAL: Child Development, Psychology, Agriculture, Sustainable Technology, History, Learning Resources, Biology, Chemistry, Earth Science, Geography, Geology, Science, Natural Resources

GROUP A: PART II - NON-INSTRUCTIONAL: Counseling/Advising, North County Center, Learning Resource Center, Administrative Services, Human Resources

## 1A. STAFFING REQUESTS

| If you are not making any requests, click here: | |
|---|---|

Complete the form below for any requested staff.   Please indicate whether the position is **Classified, Faculty or Management.**

If this position is a REPLACEMENT position for a retiree, please ensure that the person has submitted a resignation letter prior to program review.  If not, the position will need to be categorized as NEW.  If you need additional request forms, contact mflores@mendocino.edu

**\*NOTE:**  For STNC you **do not need to fill out this form.**  Please contact your supervisor for additional information.

| Position Title: | | Is this position in your department or area?: | |
|---|---|---|---|
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If this position is **NOT in your department**, do not fill out a staffing request.
If you would like to support the position, please provide information **ONLY** in the comments section below and make sure you have identified the position title correctly according to the originating department.

**Supporting comments for position**:

**Supporting comments for position**:

**Supporting comments for position**:

**Supporting comments for position**:

**Supporting comments for position**:

| Faculty Staffing Request | Faculty Position Title: | | Department: | |
|---|---|---|---|---|
| Please upload or provide a description below of the faculty position: | | | ➡️ | |
| | | | **3 YR FTES/FTEF Average** | **3 YR FTES Average** |
| | | | | |

| **Description of Need:** | There are **2 parts to a staffing request**: One section is titled <u>"Description of Need"</u> and the second section is titled <u>"Other Criteria".</u><br>This section is worth **12 points.** The staffing committee will score this section holistically. Please provide narrative below. | | | |
|---|---|---|---|---|
| **Question:** | **Narrative:** | | | |
| **Why is this position needed?** | | | | |
| **Currently, how is the need being met? (Increase in hours, PT, overload, consultants)** | | | | |
| **What is or has been the impact of not having this need met? If this is part of an existing program, describe any historical impacts and needs which arise out of the absence of this position.** | | | | |
| **Is this position needed to oversee facilities, budgets, and/or equipment? If so, explain.** | | | | |

| Other Criteria: | Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores. |
|---|---|
| Criteria: | Narrative: |
| Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points) | |
| Supports: Education Master Plan/EAP Priorities; Student Equity Plan; Guided Pathways; Integrated Plan; Technology Plan; Facilities Plan—be specific about how the position supports one of these (or other) plans (3 points) | |
| Programmatic Factors: Update in curriculum or direction of the department; addition of degrees/certificates; labor market information; growth of department; Program Advisory Team (PAT) recommendations. (3 points) | |
| How does this position support Student Learning Outcomes (Course Program or Institutional Level) Please be specific about ties to outcomes and assessments. (3 points) | |
| Other (NOT SCORED) Include any facilities, equipment, etc. needed to support this position and other information relevant to this request. | |

| Faculty Staffing Request | Faculty Position Title: | | Department: | |
|---|---|---|---|---|
| **Please upload or provide a description below of the faculty position:** | | | ➡️ | |
| | | | **3 YR FTES/FTEF Average** | **3 YR FTES Average** |
| | | | | |

| **Description of Need:** | There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points.** The staffing committee will score this section holistically. Please provide narrative below. |
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| **Question:** | **Narrative:** |
| **Why is this position needed?** | |
| **Currently, how is the need being met? (Increase in hours, PT, overload, consultants)** | |
| **What is or has been the impact of not having this need met? If this is part of an existing program, describe any historical impacts and needs which arise out of the absence of this position.** | |
| **Is this position needed to oversee facilities, budgets, and/or equipment? If so, explain.** | |

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| **Criteria:** | **Narrative:** |
| **Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points)** | |
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| **Other (NOT SCORED) Include any facilities, equipment, etc. needed to support this position and other information relevant to this request.** | |

| MSC Staffing Request | MSC Position Title: | | Department: | |
|---|---|---|---|---|
| **Please upload or provide a description below of the MSC position:** | | | ➡️ | |

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| **Description of Need:** | There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will scored this section holistically. Please provide narrative below. |
|---|---|
| **Question:** | **Narrative:** |
| Why is this position needed? | |
| How is this need currently being met? (Increase in hours, PT, overload, consultants, interim) | |
| What is or has been the impact of not having this need met? If this is part of an existing program, describe any historical impacts and needs which arise out of the absence of this position. | |
| Is this position needed to oversee facilities, budgets, and/or equipment? | |

| Other Criteria: | Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores. |
|---|---|
| Criteria: | Narrative: |
| Supports: Mendocino College Mission (Transfer, Basic Skills, CTE); and Strategic Goals—Be specific about how the position supports the mission or goals (3 points) | 8 \| P a g e |
| Supports: Education Master Plan/EAP Priorities; Student Equity Plan; Guided Pathways; Integrated Plan; Technology Plan; Facilities Plan—be specific about how the position supports one of these (or other) plans (3 points) | |
| Administration, coordination and/or supervision of programs, faculty, staff, volunteers and budget (3 Points) | |
| Other (NOT SCORED) | |

| MSC Staffing Request | MSC Position Title: | | Department: | |
|---|---|---|---|---|
| **Please upload or provide a description below of the MSC position:** | | | ➡️ | |
| | | | | 9 \| P a g e |

| **Description of Need:** | There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will scored this section holistically. Please provide narrative below. |
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| **Is this position needed to oversee facilities, budgets, and/or equipment?** | |

| Other Criteria: | Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores. |
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| **Criteria:** | **Narrative:** |
| **Supports: Mendocino College** Mission **(Transfer, Basic Skills, CTE); and** Strategic Goals—Be **specific about how the position supports the mission or goals (3 points)** | |
| **Supports:** Education Master Plan**/EAP Priorities; Student** Equity Plan**; Guided Pathways;** Integrated Plan**; Technology Plan; Facilities Plan—be specific about how the position supports one of these (or other) plans (3 points)** | |
| **Administration, coordination and/or supervision of programs, faculty, staff, volunteers and budget (3 Points)** | |
| **Other (NOT SCORED)** | |

| Classified Staffing Request | Classified Position Title: | | Department: | |
|---|---|---|---|---|
| **Please upload or provide a description below of the classified position:** | | ➡ | | |
| | | | | |

| Description of Need: | There are **2 parts to a staffing request**: One section is titled "Description of Need" and the second section is titled "Other Criteria". This section is worth **12 points**. The staffing committee will score this section holistically. Please provide narrative below. |
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| **How is this need currently being met? (Increase in hours, PT, overtime, consultants, interim)** | |
| **What is or has been the impact of not having this need met? If this is part of an existing program, describe any historical impacts and needs which arise out of the absence of this position.** | |
| **Is this position needed to oversee facilities, budgets and/or equipment? If so, explain.** | |

| Other Criteria: | Criteria is worth 3 points each. There is a space designated as "Other" in which you can include any additional information that may impact scores. |
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| Criteria: | Narrative: |
| **Supports: Mendocino College Mission** (Transfer, Basic Skills, CTE); and **Strategic Goals**—Be specific about how the position supports the mission or goals (3 points) | |
| **Supports: Education Master Plan/EAP Priorities; Student Equity Plan; Technology Plan; Guided Pathways; Integrated Plan; Facilities Plan**—be specific about how the position supports one of these (or other) plans (3 points) | |
| **Program or Work Area Growth/Changes:** Describe changes in the department, such as grants, initiatives or other changes/increases in work that support this proposal. (3 points) | |
| **Other (NOT SCORED)** | |

| Classified Staffing Request | Classified Position Title: | | Department: | |
|---|---|---|---|---|
| **Please upload or provide a description below of the classified position:** | | | ➡️ | |
| | | | | 13 \| Page |

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| Program or Work Area Growth/Changes: Describe changes in the department, such as grants, initiatives or other changes/increases in work that support this proposal. (3 points) | |
| Other (NOT SCORED) | |

**You have completed Part 1A of your
2018-2019 Program Review.
Please click the submit button below:**