

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS

Program Review Part 1A 2018-2019

Program Review Part 1A forms DUE Friday, April 12", 2019				
PROGRAM TITLE:				
PROGRAM CONTACT:				
SUPERVISOR/DEAN:				
VICE-PRESIDENT:				
DATE OF REPORT:				

If you need technical assistance, please contact Minerva Flores at <u>mflores@mendocino.edu</u> 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 <u>two submission dates for Program Review 2018-2019</u>.

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



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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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Position Title:		Is this position in your department or area?:	
If this position is NOT in your deportment, do not \$11 out a staffing request			

<u>If this position is **NOT in your department**</u>, 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:
supporting comments for position.



Faculty Staffing Request	Faculty	y Position Title:		Department:		
Please upload	or provi	ide a description b	elow of the faculty			
position:				3 YR	3 YR FTES	
				FTES/FTEF	Average	
				<u>Average</u>		
Description	of Nee	M. N	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> ". This section is worth 12 points. The staffing committee will score this section holistically. Please provide narrative below.			
Question:			Narrative	:		
Why is this posineeded?	ition					
Currently, how the need being r (Increase in hou PT, overload, consultants)	net?					
What is or has to the impact of no having this need met? If this is pa an existing prog describe any historical impact and needs which arise out of the absence of this position.	ot I art of gram,					
Is this position needed to overse facilities, budge and/or equipment of so, explain.	ts,					



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	Faculty Pos	sition Title:		Department:		
Request						
	or provide a	description l	pelow of the faculty			
position:				3 YR	3 YR FTES	
				FTES/FTEF	Average	
				Average		
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needed?						
Currently, how						
the need being in (Increase in hou						
PT, overload,						
consultants)						
What is or has l						
the impact of no having this need						
met? If this is pa	art of					
an existing prog describe any	gram,					
historical impac						
and needs which	h					
absence of this						
position.						
Is this position						
needed to overs						
facilities, budge and/or equipme						
If so, explain.						



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MSC	MSC				
Staffing	Position		Department:		
Request	Title:				
_	provide a d	escription below of the MSC			
position:					
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D	NT 1	There are 2 parts to a staffing reques Need" and the second section			
Description of		This section is worth 12 points. The staffing committee will scored this			
Questions		section holistically. Please provide narr	ative below. ative:		
Why is this position		110110	ut1 v C .		
needed?					
How is this need cu	irrently				
being met? (Increas					
hours, PT, overload consultants, interin					
What is or has been					
impact of not having need met? If this is	_				
an existing progran	n,				
describe any histori impacts and needs					
arise out of the abso					
this position.					
Is this position nee	ded to				
oversee facilities, b	udgets,				
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)	
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)	



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Staffing	Position		Department:		
Request	Title:				
	provide a d	escription below of the MSC			
position:					
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How is this need cu	_				
being met? (Increas hours, PT, overload					
consultants, interin					
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What is or has been	the .				
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need met? If this is an existing program					
describe any histori					
impacts and needs					
arise out of the absorbing this position.	ence of				
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Other (NOT SCORED)	



Classified	Classified					
Staffing	Position		Department:			
Request	Title:					
_	ovide a desc	ription below of the classified				
position:		•				
Description of N	eed:	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> . This section is worth <u>12 points</u> . The staffing committee will score this				
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Why is this position		Ivaiia	urc.			
needed?						
How is this need curr being met? (Increase is hours, PT, overtime, consultants, interim)	-					
What is or has been the impact of not having need met? If this is part an existing program, describe any historical impacts and needs what arise out of the absentithis position.	this ort of I nich					
Is this position needed oversee facilities, but and/or equipment? If explain.	lgets					



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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)	



Classified	Classified				
Staffing	Position		Department:		
Request	Title:				
_	ovide a desc	cription below of the classified			
position:		•			
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You have completed Part 1A of your 2018-2019 Program Review.
Please click the submit button below: