

2021-2022 SRJC Faculty Staffing Process

Data Form

DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 15, 2021 by 5 PM

Email all documents to Victor Tam (vtam@santarosa.edu) and

Megan Lowry Reed (mlowryreed@santarosa.edu)

Submitter Information

Name of Cluster Dean: Mary-Catherine Oxford
Name of Department Chair: Felicia Darling
Name of Program Coordinator (if different):
Cluster: Learning Resources & Educational Technology (LRET)

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS

Department: Library Services
Discipline: Library Science
Instructional type (Check all that apply): <input checked="" type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> Allied <input type="checkbox"/> CE
Site(s) of requested position: <input checked="" type="checkbox"/> SR <input checked="" type="checkbox"/> PET <input checked="" type="checkbox"/> PSTC <input checked="" type="checkbox"/> SWC <input checked="" type="checkbox"/> Shone
Is this request included in PRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If no, please provide an explanation:
Is this a growth position (increase in current FT FTE)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does target program currently have contract faculty? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No • If yes, please explain.
The new faculty position would teach courses in the following (check all that apply): <ul style="list-style-type: none"><input type="checkbox"/> in department's degree program<input type="checkbox"/> in department's certificate program<input checked="" type="checkbox"/> GE program<input checked="" type="checkbox"/> in prerequisites for core courses in programs in or outside of discipline<ul style="list-style-type: none">Identify: LIR 10
Would this position provide expertise that current discipline faculty do not possess? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- If yes, identify expertise and service or course need: Streaming and physical media, OER resources, and copyright

CE Position Requests Only

Current labor market demand in Sonoma County (or larger regional area, if appropriate).

Please cite source of data and include link.

Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years.

Please cite source of data and include link.

CRITERION #2: STUDENT & STAFFING NEEDS

NOTE: Please use site specific data, where appropriate.

CONTRACT FACULTY (current data; Fall 2021)

Number of contract faculty members in department: 9

Number of contract faculty in discipline: 9

Total FTE of contract faculty (data provided): 7

Total FTE of reassign time for contract faculty: .20

Total FTE of overload assignments (data provided): .62 (represents classes only, not allied work)

Net loss/gain in number of discipline contract faculty from F18 to F21 (data provided): 0

Net loss/gain in number of discipline contract faculty at target site from F18 to F21 (if different from department; data provided): 0

ADJUNCT FACULTY (current data; Fall 2021)

Number of adjunct faculty members in department: 11

Number of adjunct faculty members in discipline: 11

Total FTE of adjunct faculty members (data provided): 9.65
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RATIOS (historic data provided)
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% of adjunct FTE in department:

- | |
|---|
| <ul style="list-style-type: none">• Spring 2021: 1.82 Classes Only• Fall 2020: 1.54 Classes Only• Spring 2020: 2.03 Classes Only• Fall 2019: 1.54 Classes Only• Spring 2019: 2.03 Classes Only• Fall 2018: 1.68 Classes Only |
|---|

% of adjunct FTE in discipline, if different:

- | |
|---|
| <ul style="list-style-type: none">• Spring 2021:• Fall 2020:• Spring 2020:• Fall 2019:• Spring 2019:• Fall 2018: |
|---|

ALLIED ASSIGNMENTS (Counseling, DRD, Athletics, Library, etc.)

FTES/FTEF recommendations from national or state groups/associations: Title 5 of the California Code of Regulations (§ 58724) "Minimum Standards for library faculty based on student FTES: Based on these Guidelines we should have 10 library faculty

Cite source for and provide link to above data: Standards of Practice for California Community College Library Faculty and Programs from The Academic Senate for California Community Colleges (ASCCC)
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STUDENT DEMAND (historic data provided)
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Productivity (FTES/FTEF) over the past 3 years:

- | |
|---|
| <ul style="list-style-type: none">• Spring 2021: 12.86• Fall 2020: 14.25• Spring 2020: 13.73• Fall 2019: 14.42• Spring 2019: 14.07• Fall 2018: 13.04 |
|---|

Enrollment efficiency (fill rate) over the past 3 years (data provided):
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- | |
|--|
| <ul style="list-style-type: none">• Spring 2021: 90• Fall 2020: 100 |
|--|

<ul style="list-style-type: none"> • Spring 2020: 96 • Fall 2019: 101 • Spring 2019: 99 • Fall 2018: 89
<p>Is the department/discipline able to meet staffing demands with current adjuncts?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <ul style="list-style-type: none"> • If no, when was the last adjunct hiring process and how many were hired? Fall 2021, 2 adjuncts
<p>If this position is not approved, will core classes be cancelled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, please explain:

CRITERION #3: STUDENT EQUITY NEEDS

- Data will be provided by OIR on October 15 to FSC and Clusters.
- The data provided will include the following:
 - Successful course completion rate at the discipline level compared to the District average
 - Demographic data of successful completers
 - Demographic data of non-successful completers
 - Demographic data is planned to include ethnicity data, financial aid status, and first-generation status.
- Although Clusters will not have this information for the narrative and data forms, it will be available in time for Cluster presentations.

CRITERION #4: DISTRICT, STATE, AND SOCIETAL PRIORITIES

Degrees and Certificate Data (historic data provided)

Number of local AA/AS degrees awarded in discipline for each of the last 3 years (if applicable):

- 2018-2019:
- 2019-2020:
- 2020-2021:

Number of ADT degrees awarded for each of the last 3 years (if applicable):

- 2018-2019:
- 2019-2020:
- 2020-2021:

Number of certificates awarded in discipline for each of the last 3 years (if applicable):

- 2018-2019:
- 2019-2020:
- 2020-2021:

Program Review

When last was the program reviewed under Policy 3.6? N/A

What was the Policy 3.6 determination?

- | | | |
|---|--|--|
| <input type="checkbox"/> Vital | <input type="checkbox"/> Further Information Require | <input type="checkbox"/> Discontinue |
| <input type="checkbox"/> Voluntary Discontinuance | <input type="checkbox"/> Revitalize | <input type="checkbox"/> Evaluation Report Req |
| <input type="checkbox"/> Other | | |

% of SLOs assessed in discipline (data provided): 66.67%

CRITERION #5: MANDATES

This position request is required to fulfill a licensing and/or accreditation mandate?

☐ YES ☒ NO

▪ If yes:

- Identify agency:
- Provide language of requirement:
- Provide link to relevant language:

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Narrative Form

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Please use this section of the request process to provide additional information that the Data Form did not ask for, nuance, or explanations of responses on the Data Form that you believe should inform the Committee's consideration of your data.

In scoring each criterion, the Faculty Staffing Committee will consider the data that you provide for that section and the information that you provide in the text boxes below (250-word limit for each). Effective responses will be specific and, where information on the form does not already provide evidence for claims, will provide evidence.

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS (0 – 10) points

Please address the overall well-being of the Department's programs, the existing faculty's disciplinary expertise in relation to program needs (services, courses), and any plans for strategic growth.

SRJC Libraries has received increasing demand for library technology and electronic services support. This need has been exacerbated during remote learning due to the COVID-19 pandemic and Libraries is confident that both student and faculty demand will remain heightened beyond the pandemic. As such, there is a critical need for an Electronic Services Librarian to provide leadership in the integration of electronic resources including the library's Web presence and implementing and troubleshooting electronic resources.

CRITERION #2: STUDENT & STAFFING NEEDS (0 - 10 points)

Please describe how this position will provide necessary FTEF and contract faculty positions to meet the program's FTES demand and contribute to the work of the department.

Library is an allied department that supports students and faculty. This position would provide crucial support to the existing liaison program, OER/ZTC initiative, and most of all streaming media for accessible course content. These are all services that assist discipline faculty in identifying and adopting of affordable, accessible, and quality resources. This position will improve not only course content, but research resources that can be directly accessed through library resources from anywhere.

CRITERION #3: STUDENT EQUITY NEEDS (0 – 10 points)

Please describe how this position will allow the Department or Program to effectively serve disproportionately impacted populations, help students to overcome barriers, and close equity gaps.

This librarian would respond to copyright inquiries related to media and create supporting documentation while overseeing copyright. Currently, these crucial areas of SRJC Libraries (streaming and physical media, OER resources, and copyright) are not met through any contract librarians, but are fully supported by adjunct faculty. There is a critical need to have ongoing, full-time support to maintain the electronic services support that students, staff, and faculty require from SRJC Libraries.

CRITERION #4: DISTRICT, STATE, & SOCIETAL PRIORITIES (0 - 10 points)

Please address how this position will support District priorities, statewide initiatives, and societal well-being.

This position would be integral in overseeing and negotiating the district's media, streaming and physical, to support all disciplines/liaison areas, including emphasis on development of an OER media bank as the college furthers its efforts toward student access and equity. Our libraries are navigating an ever-changing landscape of student and faculty needs. The need for online, accessible content is a need we do not see going away. In fact we have seen a drastic increase in this need (even prior to COVID). We have seen a drastic push at the state level and district to create accessible and appropriate course content beyond textbooks. This includes, but is not limited to OER and Zero Textbook Cost initiatives and streaming media demand.