

**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](mailto:vtam@santarosa.edu)) and

Megan Lowry Reed ([mlowryreed@santarosa.edu](mailto:mlowryreed@santarosa.edu))

**Submitter Information**

Name of Cluster Dean: Li Collier
Name of Department Chair: Andrea Alvarado
Name of Program Coordinator (if different): Rhonda Findling-2 <sup>nd</sup> Chance/Jessy Paisley-HUSV
Cluster: Student Services

<b>CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS</b>
Department: Counseling
Discipline: Counseling & Human Services
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 type="checkbox"/> PET <input type="checkbox"/> PSTC <input type="checkbox"/> SWC <input 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, please explain. The current position is categorically funded via the SEA budget and would continue as such for the replacement.
The new faculty position would teach courses in the following (check all that apply): <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> in department's degree program</li><li>• <input checked="" type="checkbox"/> in department's certificate program</li><li>• <input checked="" type="checkbox"/> GE program</li><li>• <input type="checkbox"/> in prerequisites for core courses in programs in or outside of discipline<ul style="list-style-type: none"><li>○ Identify:</li></ul></li></ul>
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: For Second Chance and IGNITE, the current faculty member in the position is the only departmental member that possesses this expertise, and that person is retiring end of Spring 2022. We currently do not have an anchor faculty position for Human Services program.

#### **CE Position Requests Only**

Current labor market demand in Sonoma County (or larger regional area, if appropriate). For the Human Services component of the position, the average annual job openings in Sonoma County is 930 for Social & Human Service Assistants. For Substance Abuse Counselors, it's 4850 in California. Per a recent CE survey, 100% of program graduates are employed in the field.

Please cite source of data and include link. CA Occupational Guides (Sonoma County info for Social & Human Service Assistants):

<https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=human+services&careerID=&menuChoice=occexplorer&geogArea=0604000097&soccode=211093&search=Explore+Occupation>

Career One Stop (CA info for Substance Abuse Counselors):

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Substance%20Abuse%20and%20Behavioral%20Disorder%20Counselors&onetcode=21101100&location=Santa%20Rosa,%20CA>

Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years. For Social & Human Service Assistants in Sonoma County, there is an expected 11.9 % employment growth from 2018-2028. For Substance Abuse Counselors in California, there is an expected 19% employment growth from 2018-2028.

Please cite source of data and include link. CA Occupational Guides (Sonoma County info for Social & Human Service Assistants):

<https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=human+services&careerID=&menuChoice=occexplorer&geogArea=0604000097&soccode=211093&search=Explore+Occupation>

Career One Stop (CA info for Substance Abuse Counselors):

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Substance%20Abuse%20and%20Behavioral%20Disorder%20Counselors&onetcode=21101100&location=Santa%20Rosa,%20CA>

**CRITERION #2: STUDENT & STAFFING NEEDS**

**NOTE: Please use site specific data, where appropriate.**

<b>CONTRACT FACULTY (current data; Fall 2021)</b>
Number of contract faculty members in department: 29
Number of contract faculty in discipline: 0 for HUSV (only 4 contract faculty have taught or teach in HUSV as overload, because their primary assignment is in general counseling);  Only 1 contract faculty currently works in Second Chance and that faculty is retiring
Total FTE of contract faculty (data provided): 29 in Counseling (includes .5 for Second Chance); 0 in Human Services;
Total FTE of reassign time for contract faculty: 6.025
Total FTE of overload assignments (data provided): 2.95
Net loss/gain in number of discipline contract faculty from F18 to F21 (data provided): Net loss = 3
Net loss/gain in number of discipline contract faculty at target site from F18 to F21 (if different from department; data provided): Net loss = 4

  

<b>ADJUNCT FACULTY (current data; Fall 2021)</b>
Number of adjunct faculty members in department: 14 active adjunct for allied assignments (4 of which are retirees phasing out) 3 active adjunct that teach COUN classes only 5 active adjunct HUSV instructors
Number of adjunct faculty members in discipline: 5 in HUSV Instruction (4 do not provide allied services)
Total FTE of adjunct faculty members (data provided): .99 (COUN & HUSV instructional; does not include allied assignments since no data provided for Fall 2021); For Fall 2020, 2.03 for adjunct allied assignments based on departmental data.

  

<b>RATIOS (historic data provided)</b>
% of adjunct FTE in department: <ul style="list-style-type: none"><li>• Spring 2021: 31%</li><li>• Fall 2020: 32%</li></ul>

- Spring 2020: 31%
- Fall 2019: 31%
- Spring 2019: 33%
- Fall 2018: 29%

% of adjunct FTE in discipline, if different:

- Spring 2021: 50%
- Fall 2020: 67%
- Spring 2020: 49%
- Fall 2019: 50%
- Spring 2019: 50%
- Fall 2018: 50%

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

FTES/FTEF recommendations from national or state groups/associations: As of 2021, student-counselor ratio is 633:1, which is higher than the state average of 611:1.

Cite source for and provide link to above data: CCC Chancellor's Office

#### **STUDENT DEMAND (historic data provided)**

Productivity (FTES/FTEF) over the past 3 years:

- Spring 2021: 18.5
- Fall 2020: 13.67
- Spring 2020: 16.59
- Fall 2019: 16.75
- Spring 2019: 16.25
- Fall 2018: 14.5

Enrollment efficiency (fill rate) over the past 3 years (data provided):

- Spring 2021: 93%
- Fall 2020: 78%
- Spring 2020: 85%
- Fall 2019: 89%
- Spring 2019: 81%
- Fall 2018: 77%

Is the department/discipline able to meet staffing demands with current adjuncts?

☐ YES    ☒ NO

- If no, when was the last adjunct hiring process and how many were hired? For HUSV, November 2019; 5 were hired (1 passed away); we haven't been able to provide the percentage of HUSV program coordination required by accreditation.

If this position is not approved, will core classes be cancelled? ☐ Yes ☒ No

- 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: 10
- 2019-2020: 16
- 2020-2021: 12

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

- 2018-2019: n/a
- 2019-2020: n/a
- 2020-2021: n/a

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

- 2018-2019: 17
- 2019-2020: 17
- 2020-2021: 6

When last was the program reviewed under Policy 3.6? 2016

What was the Policy 3.6 determination?

- |   |  |  |
|---|--|--|
| <input checked="" 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): HUSV Classes = 15%

#### CRITERION #5: MANDATES

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

☒ YES   ☐ NO

▪ If yes:

- Identify agency: California Association for Drug/Alcohol Educators
- Provide language of requirement: "In order to ensure that the educational mandates of this program are carried out, the college or university will provide a minimum of 20% release time (or its equivalent) for the faculty chair, Dean, or other designated official (exclusive to addiction programs) to administer the program."
- Provide link to relevant language: <https://dev.caade.org/accreditation-of-colleges-career-track-programs/>

## 2021-2022 SRJC Faculty Staffing Process

### 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.

The Counseling Department is losing two full-time positions this academic year. There were two retirements in 2018 and 2019, which were not replaced. This cumulative loss of full-time faculty impacts the department's overall capacity to address students' needs. Most of the existing counselors hold responsibilities to programs beyond providing counseling to the general student population. Over 6.0 FTEF is spent with specific student cohorts: Career Education (CE), PUENTE, UMOJA, APASS, Transfer, Student Athletes, EOPS/CalWORKS, MESA, International, ESL, Veterans. Two areas of need are Second Chance/IGNITE (Inspiring GreatNess Inside Through Education) and Human Services.

The current Second Chance counselor is retiring, and we currently do not have an anchor position for Human Services (HUSV). Second Chance is growing, and no other current counselors possess the expertise nor can be pulled from other program areas. Part of this growth includes increased juvenile hall programs (i.e. Marin being added) and collaboration with probation and courts on creating a more formal pipeline to college.

The HUSV program is taught primarily by adjunct, and coordination of the program has shifted often. The HUSV program is currently expanding with a new certificate and possibly an ADT in HUSV/Social Work, supporting Students for Recovery to create collegiate recovery space on campus (linked to new certificate).

The department needs a full-time faculty position to fulfill these intersecting needs - continue serving Second Chance/IGNITE students and provide stability for the HUSV program including meeting HUSV program accreditation standards.

**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.

The Counseling department needs someone with expertise with the Second Chance/IGNITE special equity population due to a retirement. This position would allow the Second Chance program to continue to thrive and grow. Combining this position with the IGNITE program acknowledges the logical pipeline into Second Chance (jail to JC).

Currently, the Counseling Department only has a 50% Counselor handling Second Chance. The duties of this position have grown significantly in the past three years. The PRPP has recommended a FT position to serve the growing needs, as has the Chancellor's Office. Second Chance and IGNITE are under the umbrella of the CCCCCO Rising Scholars Network, now an official CCCCCO Categorical Program. As such, a full-time position is warranted to match this new Statewide designation.

The demand for the Human Services program continues to be strong with high fill rates. The curriculum and the certificate and associate degree programs (Human Advocacy and Addiction Studies) were recently updated to meet accreditation which requires 20% full-time faculty level (or higher) coordination. The department needs this anchor position to maintain the integrity of the program and offer specialized counseling as needed.

A large percentage of Second Chance students are also pursuing the Human Services program. Integrating these pieces into one position creates cohesion for these populations and programs.

**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.



Second Chance and IGNITE students are a recognized equity population. All are system-impacted students who have been previously incarcerated. Approximately 55% are students of color. Numerous statistics show significant disparity of BIPOC incarcerated at much higher rates than whites, in large part due to over-policing of communities of color and other systemic injustices. Approximately 95-100% of Second Chance/IGNITE students have a substance abuse disorder diagnosis. Most also have a secondary disability such as PTSD, ADHD, learning disabilities, and/or mental health disorders. A high percentage of foster youth also end up in the carceral system.

The Human Services program intersects with both Second Chance and IGNITE, as the majority of students in this program are in recovery from a substance abuse disorder. Like Second Chance/IGNITE students, most are also first-generation low-income students. As a Bronze rated CE program from the Chancellors office, the program has proven to be a strong asset to SRJC in preparing our students to enter the workforce.

A full-time Counselor position with the title Second Chance/IGNITE/Human Services will position the college to recognize and support these high-need equity populations, and close equity gaps by providing full-time attention using a case management model.

This position will also directly address student equity gaps through counseling, educational planning, and a smaller student-counselor ratio. By the nature of the disproportionately impacted student population within these programs, this position will contribute to increasing their retention and completion rates.

#### **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 will directly work to achieve all six of the district mission statements and solidifies our commitment to serving marginalized populations and reducing equity gaps. Second Chance/IGNITE/Human Services students are all equity populations with multiple intersecting equity identifiers (BIPOC, DSPS, foster youth, first-generation, low-income, etc.). A FT position for this population would align with the District's priority to increase resources to equity populations and address equity disparity.

This FT position will also directly support the newly designated Rising Scholars Network as a categorical CCCCCO program with a \$10 million annual budget. 50 colleges will receive funding by application, and SRJC is well-positioned to receive the funding. Second Chance and IGNITE were just nominated by our regional CCCCCO Rising Scholars coordinator for interviews for a Legislative Report. SRJC is continually working to grow the in-jail programming in response to the needs and support from the CCCCCO. This position will be able to address those needs and keep SRJC at the forefront of these new initiatives.

In terms of "society well-being," numerous studies show education is a proven remedy to recidivism and a protective factor to maintaining recovery. In custody programs that have community college education programs have a near zero recidivism rate. Education has proven to turn lives around from a life of substance abuse and crime, to one of becoming a productive

tax-paying member of society. We are reducing crime, restoring communities, and transforming lives.