

2022-2023 SRJC Faculty Staffing Process

Data Form

DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 14, 2022 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: Benjamin Goldstein
Name of Department Chair: Betsy Fischer
Name of Program Coordinator (if different):
Cluster: AG/NR/CUL/ITT

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS

Department: Culinary Arts
Discipline: Culinary Arts
Instructional type (Check all that apply): <input checked="" type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input 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 checked="" type="checkbox"/> Shone
Is this request included in PRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none">If no, please provide an explanation: Unexpected retirement announcement
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none">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 checked="" type="checkbox"/> in department's degree program<input checked="" type="checkbox"/> in department's certificate program<input type="checkbox"/> GE program<input type="checkbox"/> in prerequisites for core courses in programs in or outside of discipline<ul style="list-style-type: none">Identify:
Would this position provide expertise that current discipline faculty do not possess? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none">If yes, identify expertise and service or course need:

CE Position Requests Only

Current labor market demand in Sonoma County (or larger regional area, if appropriate).
SOC Code 35-1011 Chefs and Head Cooks. 5,920 Jobs.
SOC Code 11-9061 Food Service Managers. 14,130 jobs.
Bay Area.

Please cite source of data and include link. CCC Centers of Excellence for Labor Market Data.
<https://coeccc.net/our-resources/>

Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years. SOC Code 35-1011 Chefs and Head Cooks. 914 annual job openings. SOC Code 11-9061 Food Service Managers. 1,930 annual job openings.
Bay Area.

Please cite source of data and include link. CCC Centers of Excellence for Labor Market Data.
<https://coeccc.net/our-resources/>

CRITERION #2: STUDENT & STAFFING NEEDS

NOTE: Please use site specific data, where appropriate.

CONTRACT FACULTY (use current data for Fall 2022)

Number of contract faculty members in department (headcount): 4 (down to 3 with pending retirement in May 2023)

Number of contract faculty in discipline (headcount): 1

Total FTE of contract faculty (data provided): 2.61

Total FTE of reassign time for contract faculty: 0.47 (Chair and Coordinator)

Total FTE of overload assignments (data provided): .40

Net loss/gain in number of discipline contract faculty from F19 to F22 (data provided): 2 (loss)

Net loss/gain in number of discipline contract faculty at target site from F19 to F22 (if different from department; data provided): 2 (loss)

ASSOCIATE FACULTY (use current data for Fall 2022)

Number of associate faculty members in department (headcount): 8

Number of associate faculty members in discipline (headcount): 8

Total FTE of associate faculty members (data provided): 1.88

RATIOS (historic data provided)

% of associate FTE in department:

- Spring 2022: 41%
- Fall 2021: 39%
- Spring 2021: 30%
- Fall 2020: 39%
- Spring 2020: 46%
- Fall 2019: 37%

% of associate FTE in discipline, if different:

- Spring 2022:
- Fall 2021:
- Spring 2021:
- Fall 2020:
- Spring 2020:
- Fall 2019:

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

FTES/FTEF recommendations from national or state groups/associations, if any:

Cite source for and provide link to above data:

ALLIED ASSIGNMENTS - CONTINUED

If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department: Our capstone classes in Baking and Pastry and Culinary Arts run between 32% and 49% load and meet 3-4 days/week. This makes them very difficult to fill with Associate faculty, both because of the 67% rule and because associates can't leave their full-time position for multiple days per week.

STUDENT DEMAND (historic data provided)

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

- Spring 2022: 5.78
- Fall 2021: 5.21
- Spring 2021: 5.42

- Fall 2020: 5.34
- Spring 2020: 9.55
- Fall 2019: 11.12

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

- Spring 2022: 74%
- Fall 2021: 71%
- Spring 2021: 79%
- Fall 2020: 72%
- Spring 2020: 86%
- Fall 2019: 95%

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

YES NO

- If no, when was the last associate hiring process and how many were hired? 2021; 1 hire

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

- If yes, please explain: Our capstone classes in Baking and Pastry and Culinary Arts run between 32% and 49% load and meet 3-4 days/week. This makes them very difficult to fill with Associate faculty, both because of the 67% rule and because associates can't leave their full-time position for multiple days per week. We have had to cancel capstone courses in the recent past due to lack of an instructor.

CRITERION #3: STUDENT EQUITY NEEDS

- Departments/disciplines can request course completion data by submitting the following form by Sept 26: <https://forms.gle/1yLPnn5sZNnisShn6>
- Course completion data will be provided by OIR on October 3 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 disaggregated by ethnicity, financial aid status, and first-generation status.
- Programs may choose to utilize this information as they deem appropriate in the narrative form as part of their faculty staffing request.

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):

- 2019-2020: 12 (CA and Rest Mgt)
- 2020-2021: 5 (CA and Rest Mgt)
- 2021-2022: 9 (CA and Rest Mgt)

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

- 2019-2020:
- 2020-2021:
- 2021-2022:

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

- 2019-2020: 52
- 2020-2021: 6
- 2021-2022: 10

Program Review

When last was the program reviewed under Policy 3.6? 2018

What was the Policy 3.6 determination?

- Vital Further Information Require Discontinue
 Voluntary Discontinuance Revitalize Evaluation Report Req
 Other

% of SLOs assessed in discipline (data provided): 66.27%

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.

The SRJC Culinary Arts Department is a vibrant Career Education department providing professional culinary education in a state-of-the-art facility. Located in one of the world's top destinations for food, beverage and hospitality, we prepare students for the region's ever-evolving industry, staying current in local and national trends, and working closely with our advisory committee and other notable industry professionals. Our associate and full-time faculty imbue the program with industry and teaching expertise in local and international cuisines, baking and pastry production, beverage sales and service skills, and hospitality and restaurant management. The Culinary Arts Café and Bakery, embedded in our capstone courses, provide hands-on opportunities for students to learn and train in a real-world learning environment. Our strategic growth goals are to 1) rebuild the enrollment pipeline after the reduced online schedule during the COVID pandemic; and 2) continue outreach to new student populations through articulation and dual enrollment agreements, and closer collaboration with ESL and Adult Education.

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. Include information about the program's current enrollment trend in the context of the recent budget climate.

In 2019, Culinary Arts lost 2 full-time faculty to retirement (40% of our full-time faculty) and only requested and replaced one, leaving us with four full-time faculty in the Department. We recently received (and signed) the official notice of retirement for another full-time faculty member in May 2023, which would leave us with only 3 remaining full-time faculty. This upcoming retirement is the rationale for our faculty staffing request.

This replacement is critical to maintaining our programs and business operations. Our schedule runs between 5-6 FTEF each semester, and many of our capstone courses are load and time-intensive, making them very difficult to staff with Associate faculty whom are working full-time jobs in the industry. Our full-time faculty coordinate and support five certificate programs, two AA degrees, the Culinary Café and Bakery capstone courses and the public restaurant and bakery business operations. We absolutely need 4 full-time faculty to keep this complex Department running.

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. Include an assessment of the current department or program’s ability to serve disproportionately impacted student groups.

Culinary Arts attracts students from diverse backgrounds, including many ESL learners, first time college attendees, Second Chance students, and others from disadvantaged backgrounds who have not had equal access to higher education resources in the past. These students need more face-time with full-time faculty in order to succeed. Culinary Arts students request out-of-class time for consultations with faculty, assistance with their class schedule, and counseling on their careers. We are proud that the data demonstrates the student success rate for first-generation and financial need students in Culinary Arts is only 1-2% lower than the overall success rate, but this is a testament to the work that our full-time faculty do inside and outside of the classroom. It is crucial that the Culinary Arts Department be fully staffed so that we can serve our students and their needs.

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 replacement faculty position will support District and Statewide priorities around increasing the number of career education completers. Due to high demand for labor in the food and beverage job market, we have found that many of our Culinary Students are tempted to leave for employment before completing their program. Full time faculty help mentor students and

encourage them to complete their capstone courses (most of which are taught by full-time faculty).

This replacement faculty position also supports District and Statewide equity goals, for the reasons addressed in Criteria #3 above.

Finally, this position will support societal well-being by continuing to train SRJC Culinary Arts students with a focus on local, organic, healthy food to serve the local restaurant and beverage industry. All restaurants are hurting for qualified staff and SRJC is the main workforce development pipeline for the food and beverage sector in Sonoma County. Investing in SRJC Culinary Arts with a replacement full-time faculty member will benefit the Department, the College, and the County!