2023-2024 SRJC Faculty Staffing Process
Data Form
DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 13, 2023 by 5 PM
Email all documents to Victor Tam (vtam@santarosa.edu) and
Nancy Persons (npersons@santarosa.edu)

Submitter Information

Name of Cluster Dean: Li Collier
Name of Department Chair: Amanda Greene
Name of Program Coordinator (if different): Rebecca Levelle
Cluster: Counseling & EOPS

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS
Department: Counseling & EOPS
Discipline: EOPS, CalWORKs & Foster Youth Programs
Instructional type (Check all that apply): ☐ Credit   ☐ Non-Credit   ☒ Allied   ☐ CE
Site(s) of requested position: ☒ SR   ☐ PET   ☐ PSTC   ☐ Roseland   ☐ Shone
Is this request included in PRPP? ☒ Yes   ☐ No • If no, please provide an explanation:
Is this a growth position (increase in current FT FTE)? ☐ Yes   ☒ No
Does target program currently have contract faculty? ☒ Yes   ☐ No
Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position? ☒ Yes   ☐ No • If yes, please explain. EOPS, CalWORKs & Foster Youth Programs categorical funding
The new faculty position would teach courses in the following (check all that apply): • ☒ in department's degree program • ☐ in department's certificate program • ☐ GE program • ☐ in prerequisites for core courses in programs in or outside of discipline   o Identify:
Would this position provide expertise that current discipline faculty do not possess? ☐ Yes   ☒ No • 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). 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 (use current data for Fall 2023)
Number of contract faculty members in department (headcount): 30
Number of contract faculty in discipline (headcount): 2
Total FTE of contract faculty (data provided): 2
Total FTE of reassign time for contract faculty: 1.6 impact to dept.
Total FTE of overload assignments (data provided): 1.0
Net loss/gain in number of discipline contract faculty from F19 to F23 (data provided): Net Loss = 1
Net loss/gain in number of discipline contract faculty at target site from F19 to F23 (if different from department; data provided): Net Loss = 1

ASSOCIATE FACULTY (use current data for Fall 2023)
Number of associate faculty members in department (headcount): 28 (not all meet Title 5 EOPS minimum qualifications)
Number of associate faculty members in discipline (headcount): 0
Total FTE of associate faculty members (data provided): 0

RATIOS (historic data provided)

% of associate FTE in department:
- Fall 2023: 8.7%
- Spring 2023: 7.6%
- Fall 2022: 7.1%
- Spring 2022: 7.0%
- Fall 2021: 6.3%
- Spring 2021: 7.62% for allied assignments
- Fall 2020: 6.75% for allied assignments
- Spring 2020: 7.65% for allied assignments
- Fall 2019: 6.48% for allied assignments

% of associate FTE in discipline, if different:
- Fall 2023: 0
- Spring 2023: 0
- Fall 2022: 0
- Spring 2022: 0
- Fall 2021: 0
- Spring 2021: 22.2%
- Fall 2020: 15.4%
- Spring 2020: 0
- Fall 2019: 0

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

FTES/FTEF recommendations from national or state groups/associations, if any:300/1

Cite source for and provide link to above data: Recommended from California Community College EOPS Association

ALLIED ASSIGNMENTS - CONTINUED

If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department:

STUDENT DEMAND FOR DEPARTMENT -- OR DISCIPLINE, IF APPLICABLE.
(historic data provided)

Enrollment at Census (duplicated headcount) over the past 4 years:
- Fall 2023: N/A (Allied Assignments only in Discipline)
- Spring 2023:
- Fall 2022:

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

Productivity (FTES/FTEF) over the past 4 years:
- Fall 2023: N/A (Allied Assignments only in Discipline)
- Spring 2023:
- Fall 2022:
- Spring 2022:
- Fall 2021:
- Spring 2021:
- Fall 2020:
- Spring 2020:
- Fall 2019:

Enrollment efficiency (fill rate) over the past 4 years:
- Fall 2023: N/A for Allied Assignments
- Spring 2023:
- Fall 2022:
- Spring 2022:
- Fall 2021:
- Spring 2021:
- Fall 2020:
- Spring 2020:
- Fall 2019:

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? Spring 2018 for EOPS counseling pool; 1 associate was hired; we need FT faculty to focus on building relationships with our EOPS, CalWORKs & Foster Youth students to ensure they are completing the required counseling contacts and continue consistent retention efforts for disproportionately impacted students.

If this position is not approved, will core classes be cancelled? ☐ Yes   ☒ No
- If yes, please explain:

CRITERION #3: STUDENT EQUITY NEEDS

- **Please discuss the department/discipline's student equity efforts, plans, and challenges in the narrative form.**

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 4 years (if applicable): • 2019-2020: N/A • 2020-2021: • 2021-2022: • 2022-2023:
Number of ADT degrees awarded for each of the last 4 years (if applicable): • 2019-2020: N/A • 2020-2021: • 2021-2022: • 2022-2023:
Number of certificates awarded in discipline for each of the last 4 years (if applicable): • 2019-2020: N/A • 2020-2021: • 2021-2022: • 2022-2023:

Program Review
When last was the program reviewed under Policy 3.6? N/A 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):

CRITERION #5: MANDATES

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

☐ YES   ☒ NO

- ▪ If yes:
    - o Identify agency:
    - o Provide language of requirement:
    - o Provide link to relevant language:

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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.

Although EOPS is now part of General Counseling, for the purposes of this request, the responses will be based off the needs of EOPS, CalWORKs & Foster Youth Programs.

We have lost 1.0 FTE counselor due to a resignation at our Santa Rosa campus. We are currently supplementing counseling support with 2 contract faculty within General Counseling who are working percentages of their load with EOPS. This has caused an impact within general counseling where they have to backfill for those hours.

Our counselors have to meet EOPS minimum qualifications as stated in Title 5 and provide counseling support "above and beyond" what the district provides students. Each program requires specific mandated counseling support for students. For example, new students are required to receive a full educational plan at the start of the program to ensure students know how long it will take to complete their academic goals. Between all three programs, it averages between 300-400 new students per academic year, requiring each student to meet with a counselor for 1 hour to complete this requirement.

All three of our programs have grown in the past few years due to a commitment of having dedicated counselors support our students. When the campus reopened, we were flooded with applications and the need to support the growing number of students eligible for our services. Replacing the counselor we lost is crucial for our program to continue to meet the needs of our students and ensure we are in compliance with Title 5 requirements.

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.

This position will provide 1.0 FTEF required to support these categorical programs at the Santa Rosa campus.

Per Title 5, EOPS students are required to meet with a counselor 3 times a semester to retain eligibility. In 2022-23, we served 741 EOPS students. This year, we received a record number of EOPS applications. We hope to serve 800-1,000 students this academic year.

Per Title 5, foster youth students in our NextUp Program are required to meet with a counselor 4 times a semester. We have modeled our Bear Cub Scholars Program (Guardian Scholars) similar to NextUp to match the same requirements. In 2022-23, we served 94 current and former foster youth students and hope to serve 110 students in 2023-24 academic year.

In 2022-23, we served 149 CalWORKs students. We plan to support the growing number of CalWORKs refugee students taking classes at SRJC Roseland and expect to serve a minimum of 200 students this academic year.

The main component of our programs is the counseling support students receive. We cannot meet our state requirements if we do not have dedicated counselors trained to support our student populations.

Our EOPS, CalWORKs & Foster Youth Programs are categorically-funded. We currently have a healthy budget that is determined by an allocation formula that takes into account the number of students we have served two years prior. If we continue to grow our program as we have in past 3 years, we will continue to receive additional categorical funds to support our 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. Include an assessment of the current department or program's ability to serve disproportionately impacted student groups.

EOPS is a program created during the civil rights movement to close equity gaps and support disproportionately impacted student populations. EOPS has successfully existed over 50 years and many aspects of the program have served as a model for many California Community College programs, such as

Guided Pathways and the creation of Transfer Centers. EOPS is a program that supports low-income and historically excluded student populations attending college full-time to complete their academic goals, such as first-generation, formerly incarcerated, English as Second Language Learners, and/or current and former foster youth. The CalWORKs Program supports parenting students on public assistance. The purpose of EOPS, CalWORKs and Foster Youth Programs is to help students who have been disproportionately impacted to complete certificates, earn associate degrees and/or transfer. This position is necessary to accomplish our program's goals and be incompliance with Title 5 requirements. We assess our programs yearly by checking the number of required contacts students make a semester, how many we retain from fall to spring semester and look at the number of students who complete their academic goal a year. We are also looking at how long it is taking students to complete their goal.

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 support one of our signature equity programs (EOPS) into an area that is ripe for expansion and more stalwart support. This is directly in line with our college mission and also supports our enrollment, as EOPS has high-persistence and success outcomes. Our programs serve populations identified in Student Equity Plan 2.0 like first-generation and foster youth students. The EOPS/Foster Youth First Year Experience Program will continue to support students who are undecided and need career exploration. This was created as a pilot for Guided Pathways and includes three components: 1) a summer bridge program, 2) shared classes, with at least one as a "home room" and includes classes in Counseling, Math, English & Ethnic Studies 3) an out-of-class engagement program.

We have also created one of the first foster youth programs, NextUp that for the first time is being implemented statewide under the EOPS umbrella. There is a state-wide initiative to increase the number of current and former foster youth attending college and completing their academic goals.

This position would support these initiatives.