

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

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

**Submitter Information**

Name of Cluster Dean: Matt Markovich
Name of Department Chair: Tara Jacobson
Name of Program Coordinator (if different):
Cluster: Kinesiology, Athletics and Dance (KAD) - Request Student-Athlete Success Coordinator.

**CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS**

Department: KAD

Discipline: Athletics

Instructional type (Check all that apply):  Credit  Non-Credit  Allied  CE

Site(s) of requested position:  SR  PET  PSTC  SWC  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.

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
  - Identify:

Would this position provide expertise that current discipline faculty do not possess?  
 Yes  No

- If yes, identify expertise and service or course need: Coordinate and oversee student-athlete success center. Provide program support to student-athletes while adhering to California Community College Athletic Association (CCCAA) Constitution and Bylaws, Northern California Football Conference (NCFC) and Big 8 Conference rules and regulations, National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), California Education Code, and Santa Rosa Junior College policies and procedures.

**CE Position Requests Only**

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

Please cite source of data and include link. N/A

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

Please cite source of data and include link. N/A

**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): 15

Number of contract faculty in discipline (headcount): 10

Total FTE of contract faculty (data provided): 9.38

Total FTE of reassign time for contract faculty: 1.06

Total FTE of overload assignments (data provided): 2.06

Net loss/gain in number of discipline contract faculty from F19 to F22 (data provided): loss 4/gain 4

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

**ASSOCIATE FACULTY (use current data for Fall 2022)**

Number of associate faculty members in department (headcount): 31
Number of associate faculty members in discipline (headcount): 10
Total FTE of associate faculty members (data provided): 9.27

<b>RATIOS (historic data provided)</b>
% of associate FTE in department: <ul style="list-style-type: none"> <li>• Spring 2022: 44%</li> <li>• Fall 2021: 42%</li> <li>• Spring 2021: 47%</li> <li>• Fall 2020: 41%</li> <li>• Spring 2020: 51%</li> <li>• Fall 2019: 49%</li> </ul>
% of associate FTE in discipline, if different: <ul style="list-style-type: none"> <li>• Spring 2022: 25%</li> <li>• Fall 2021: 31%</li> <li>• Spring 2021: 30%</li> <li>• Fall 2020: 25%</li> <li>• Spring 2020: 40%</li> <li>• Fall 2019: 44%</li> </ul>

<b>ALLIED ASSIGNMENTS (Counseling, DRD, Athletics, Library, etc.)</b>
FTES/FTEF recommendations from national or state groups/associations, if any:N/A
Cite source for and provide link to above data: N/A

<b>ALLIED ASSIGNMENTS - CONTINUED</b>
<p>If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department: The Student-Athlete Success Coordinator will be in charge of connecting the 500 full-time student-athletes each year to the many services on campus. The Allied Coordination will provide services in the following areas:</p> <ul style="list-style-type: none"> <li>• Coordinate and oversee the day-to-day operations of student success center.</li> <li>• Monitor student athlete’s academic progress and evaluate program activities such as grade checks, tutoring and deadlines.</li> <li>• Provide information and support services to students in the athletic program.</li> <li>• Respond to requests and inquiries from students, faculty, staff and the public; provide information on admissions, financial aid, early college start, registration policies and procedures, student education plans; assist students with completing various forms and applications; refer and schedule appointments with other college services as appropriate.</li> </ul>

- Be a liaison for our student-athletes to the financial aid office, the counseling office, the tutoring center, the transfer center, and admissions and records.
- Organize events and workshops; coordinate facilities and resources and arrange for speakers, post events on web page and social media accounts.
  - Meet with student-athletes to resolve issues related to academics, athletics, and personal development.
  - Assist with the promotion of athletic programs within the District and community through social media and promotional events.
  - Assist Director of Athletics to develop and implement goals, objectives and priorities for department and student-athletes.

**STUDENT DEMAND (historic data provided)**

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

- Spring 2022: 11.97
- Fall 2021: 11.29
- Spring 2021: 11.93
- Fall 2020: 12.84
- Spring 2020: 15.53
- Fall 2019: 15.95

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

- Spring 2022: 78%
- Fall 2021: 80%
- Spring 2021: 71%
- Fall 2020: 88%
- Spring 2020: 86%
- Fall 2019: 91%

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 2022 - 3 individuals were hired in the athletic training room and Adapted PE

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

- If yes, please explain:

**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.

<b>CRITERION #4: DISTRICT, STATE, AND SOCIETAL PRIORITIES</b>
<b>Degrees and Certificate Data (historic data provided)</b>
Number of local AA/AS degrees awarded in discipline for each of the last 3 years (if applicable): <ul style="list-style-type: none"> <li>• 2019-2020: 6</li> <li>• 2020-2021: 9</li> <li>• 2021-2022: 4</li> </ul>
Number of ADT degrees awarded for each of the last 3 years (if applicable): <ul style="list-style-type: none"> <li>• 2019-2020: 20</li> <li>• 2020-2021: 12</li> <li>• 2021-2022: 20</li> </ul>
Number of certificates awarded in discipline for each of the last 3 years (if applicable): <ul style="list-style-type: none"> <li>• 2019-2020: 23</li> <li>• 2020-2021: 32</li> <li>• 2021-2022: 26</li> </ul>

<b>Program Review</b>									
When last was the program reviewed under Policy 3.6? N/A									
What was the Policy 3.6 determination? <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Vital</td> <td style="width: 33%;"><input type="checkbox"/> Further Information Require</td> <td style="width: 33%;"><input type="checkbox"/> Discontinue</td> </tr> <tr> <td><input type="checkbox"/> Voluntary Discontinuance</td> <td><input type="checkbox"/> Revitalize</td> <td><input type="checkbox"/> Evaluation Report Req</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table>	<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		
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<input type="checkbox"/> Other									
% of SLOs assessed in discipline (data provided): 89.09%									

**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 Kinesiology, Athletics, and Dance department is requesting a faculty position for the Santa Rosa campus. This position has been requested by the department for over 7 years and has been described in our PRPP for the last couple of years. This is not a consolidation of adjuncts, this position will serve as a 100% allied hourly faculty Student-Athlete Success Coordinator. SRJC athletics has consistently brought 500 full-time student-athletes to this district each year. These students take an average of 16.9 units each semester, 33 units a year and on average 6 units during the summer. The General student is averaging about 11.5 units a year. These amazing student-athletes represent the district all over the state, put in over 30 hours a week into their sport, fundraise for some of their meal money, uniforms, and equipment, but the most amazing thing to me is that they do all of this with ZERO dollars being allocated to them by the district for academic success. Intercollegiate Athletics is a student success program and with the bond funded facilities improvements we could see a significant rise in our student-athlete population by almost 20%. The biggest cohort of full-time students in our district need academic support services. The impact of not filling this position is outlined below.

**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.

Allied load is 100%. The Student-Athlete Success Coordinator would provide academic support to the biggest cohort of full-time students in our district. The position will enhance the athletic departments mission to provide an environment that encourages personal growth, discipline, assertiveness, persistence, honesty, sensitivity to others, and emotional control. The Student-Athlete Success Coordinator will:

- Coordinate and oversee the day-to-day operations of student-athlete success center.
- Monitor student athlete's academic progress and evaluate program activities such as grade checks, tutoring, and deadlines.
- Provide information and support services to students in the athletic program.
- Respond to requests and inquiries from students, faculty, staff and the public; provide information on admissions, financial aid, early college start, registration policies and procedures, student education plans; assist students with completing various forms and applications for transfer.
- Be a liason for our student-athletes to the financial aid office, the counseling office, the tutoring center, the transfer center, and admissions and records.
- Organize events and workshops; coordinate facilities and resources and arrange for speakers, post events on web page and social media accounts.
  - Meet with student-athletes to resolve issues related to academics, athletics, and personal development.
- Assist with the promotion of athletic programs within the District and community through social media and promotional events.
- Assist Director of Athletics to develop and implement goals, objectives and priorities for department and student-athletes.

**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.

SRJC Athletics is home to 500 student-athletes each year. These students come from Sonoma County, the state of California, and from 30 other states. 60% of the 500 student-athletes identify as students of color. 65%-70% of our student-athletes are underprepared for college. Most of our student-athletes take over 16 units a semester, practice 20-30 hours a week, depending on the time of the year, and many work to support themselves or help support their families. Our student-athletes have barriers and come from disproportionately impacted populations but they



also strive to succeed. On average, SRJC athletics transfer around 200 students a year to four year institutions. Our student-athletes have a course success rate of about 85%, they have an average GPA of 2.89. These stats are all great, but the reality is there are gaps we need to fill. Our retention rates in our soccer programs with our Latinx students need to be higher. Our transfer level math success rates with our students of color need to be higher. 100% of our students need to fill out their financial aid forms and fill out their scholarship applications. Our student-athletes worry about transferring before they worry about getting a degree. Many of them do not even apply for their AA degrees. This Student-Athlete Success Coordinator will fill in all those gaps for our underrepresented student-athletes. This position will be the academic coach for all 500 of our student-athletes. The impact of this position will be great, not only will it pay for itself through the new funding formula, it is the right thing to fund. The SRJC student-athletes have earned and deserve this position.

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

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

It is urgent, necessary, and prudent to hire a full time Student-Athlete Success Coordinator this year. Not only do our students deserve this, so do our coaches. These coaches work more hours than any other faculty member on campus, they travel on the weekends, they travel at night during the week and they are parent role models to their student-athletes. These coaches fundraise money for their program and create a safe nurturing environment for their students. It is urgent, necessary and prudent to hire a full time Student-Athlete Success Coordinator this year. Not only do our students deserve this, so do our coaches. These coaches work more hours than any other faculty member on campus. They travel on the weekends. They travel at night, during the week, and they are parent role models to their student-athletes. These coaches fundraise money for their programs and create a safe nurturing environment for their students. Currently, the coaches are trying to piecemeal the work of a student-athlete success coordinator with their very limited time and resources remaining in their days. The Student-Athlete Success Coordinator will support the Head Coaches, the Athletic Director, the counselors, and 500 full-time students each year. The Student-Athlete Success Coordinator will support the district's priorities by creating a safe learning environment, preparing student-athletes for transfer, providing effective and transparent communication with information being shared with the student-athletes in a timely fashion, and by helping the student-athletes develop a vision for their lives.