

Full-Time Faculty Position Request Form 2022 - 2023

This form is used by departments and programs to request new or unfilled faculty positions relying on Program Review and/or other justifications. Submit one form for each position requested. For multiple positions, indicate priority of request (e.g., Subject Position 1, Subject Position 2, etc.). Forms are due to Division Deans by September 10, 2021.

Position Requested:

Contact Person:

Discipline/Division: Starting Term: Fall Spring

This form requires the use Enrollment Management Tool data, which can be found at the following link: <http://www.laspositascollege.edu/researchandplanning/FacultyPrioritization.php> (If you have any questions about the data, please contact Rajinder Samra 925-424-1027 or rsamra@laspositascollege.edu) or your Dean. The data will be verified by the Dean. Do not attach data spreadsheets.

Check if position is a: Replacement or New

If replacement: What is the position code? (see Dean)

Name of the person being replaced:

Length of time position(s) unfilled:

Date Retirement/Resignation is Board Approved:

If position is categorically funded, indicate source and duration of funding:

CRITERIA

1. Number of Full-Time Faculty currently in Discipline:
If requesting more than one position, add 1 to this number for each subsequent position requested.

2. Percentage of FTEF taught by full-time faculty as load for the past six semesters, and projected for one year assuming a successful hire. (Use data from link above. If requesting more than one position, see Rajinder Samra to determine the projected numbers.)

Projected	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2022	Spring 2023
	<input type="text" value="17.3"/>	<input type="text" value="16.7"/>	<input type="text" value="36.0"/>	<input type="text" value="30.3"/>	<input type="text" value="19.4"/>	<input type="text" value="0"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>

3. a. For Instructional Faculty: WSCH per FTEF for the past six semesters (use data from link above):

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
<input type="text" value="440.6"/>	<input type="text" value="475.8"/>	<input type="text" value="450.6"/>	<input type="text" value="397.7"/>	<input type="text" value="411.9"/>	<input type="text" value="447.1"/>

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b. For non-instructional faculty (librarians and counselors): Student/Faculty ratio for the past six semesters, and projected for one year assuming a successful hire. Divide headcount by number of full-time faculty. For example: 8000 students divided by 3 full-time faculty. 1:2666

(If requesting more than one position, see Rajinder Samra to determine the projected numbers).
Projected

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2022	Spring 2023
1:621	1:582	1:697	1:661	1:596	1:575	1:527	1:515

4. Program Characteristics:

- a. List the courses taught and/or work performed in the discipline.
 (Be brief and specific. Use your Program Review to complete this section.)

The Counseling Department provides critical and required services for LPC students that include:

Academic counseling - Developing Student Education Plans (SEPs); Assisting in the development of pathways for graduation and / or transfer; Transfer preparation including Transfer Admissions Guarantee (TAGs) & Associate Degrees for Transfer (ADTs); AA/AS & CA/CC planning; Probation and re-admission counseling; Reverse Transfer planning; Embedded counseling in Basic skills courses (Engl 104) & other student populations; Interpretation of GSP results for accurate course levels in English, Math, ESL, Foreign Language and Chemistry. Initial transcript review from other 2 yr Colleges, 4 year universities and foreign transcripts evaluated by credential agencies; pre-requisite clearances review & approvals. Counseling services are critical in promoting personal growth and student success.

Career counseling - Assisting students in preparing for the workforce, helping student identify personal and educational goals (Choosing a major/career pathways/CTE options) and developing a plan to achieve them.

Personal counseling - Working with students to address personal issues as they relate to educational success; Effects of work-life and family demands/expectations; Counseling students in crisis and supporting mental health needs and services. Referrals for campus and community basic needs as needed.

Psychology-Counseling (PCN) - Counseling faculty also teach courses within the PCN discipline. Examples include PCN 10 - Career and Educational Planning (2 units) and PCN 30 - Student Success and the College Experience (3 units). Full description of PCN courses: <http://laspositascollege.edu/counseling/pcn.php>

- b. Total number of primary sections as identified in data taught in the discipline in each of the last six semesters (use data link from page 1):

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
21	16	20	15	12	8

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c. Student enrollments (FTES) in the classes taught (use data link from page 1) or number of students served in each of the last six semesters:

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
49	36	48	27	28	17

d. List special characteristics of the discipline such as: (Be brief and specific. Use your Program Review to complete this section.)

- Mandated class size limits due to state, contract, and accreditation standards.
- Facilities
- Number of courses out of the total number of courses in the discipline that meet General Education Requirements
- Number of courses out of the total number of courses offered that are required as part of an associates degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- If position is categorically funded please add source and duration of funding
- Other

Per our 2021-22 program review, the Counseling Department does not have an adequate number of full-time counselors to serve the campus need. In Fall 2020, LPC served 8,340 students with only 4.4 full-time equivalent counselors in General Counseling to serve that need. While some of the 8,000+ students are being served by counselors in special programs (i.e. Veterans, EOPS/CARE, CalWORKs, and DSPS), the remainder (~7,000 students) are left to be served by a General Counseling team that is also limited through reassignment to various campus initiatives (including Guided Pathways) and PCN instructional responsibilities. This represents a General Counselor-to-student ratio of ~1:1,900. This ratio proves unrealistic, putting the Counseling department at a disadvantage, impacting our ability to equitably serve students, and assisting students in meeting their goals.

The counseling department significantly contributes to supporting and implementing the Guided Pathway's Pillars 1-4. This increased demand on counseling to support students and navigate requests from across our campus (Athletics, Honors Program, International Students, Fin Aid, etc.) has our department limited in capacity, despite our desired involvement. In 2016 the five counselors hired (HSI, Veterans, DSPS, Umoja and Puente) have been essential additions to our team in student services, however they serve special programs, leaving the LPC general population inadequately supported. Students can often wait up to 2 hours during peak enrollment, summers, or breaks, emphasizing the importance of having enough counselors to meet the demands in counseling services.

The requested General Counselor position(s) will aid our department's efforts in assisting future and continuing students with essential services and the achievement of their success goals.

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5. Describe how courses and/or services in this discipline impact other disciplines and programs. (Be brief and specific. Use your Program Review to complete this section.)

According to the Fall 2020 student census, 66% of LPCs student body reported a goal of Transfer w/ or w/o an Associate's Degree. Plus another 17% identified AA/AS and Certificate completions as their goals while at LPC. This data supports the impact that counseling faculty have on the campus at large, given that counseling services impact disciplines campus wide: (http://www.laspositacollege.edu/research/docs/student-staff-chars/student/LPC_StCh_F20_F%20Non-Credit%20Included.pdf)

-Incoming and continuing students follow core services (6-steps to success) that include developing an educational plan (SEP) with a counselor, where major and career choices/options are discussed.

-Plans are individually created with students to make sure appropriate major courses and transfer general education are taken. The details counselors focus on are dependent on each disciplines requirements, including: ADT/AA/AS/Cert degree requirements, sequencing of courses, multiple measures (GSP) placements, prerequisites, suggested course preparation, in addition to incorporating LPC general education.

-Counselors play a key role in student's initial review of transcripts from external colleges and referring them to the evaluations department or any needed Substitution Waiver petitions procedures to earn credits for prior courses.

-Currently, with only 4.4 full-time equivalent counselors staffing General Counseling, we are unable to serve all the students equitably.

-Guided Pathway Pillars 1-4 is for our students to receive comprehensive support from enrollment through graduation while at LPC (Pillar 1 Clarifying the Path; Pillar 2 Entering the Path; Pillar 3 Staying on the Path; Pillar 4 Succeeding in Learning). If campus long-term goals include organizing success teams to create a wrap-around case management approach for our students, then prioritizing dedicated counselors to assist in these efforts, (who are not already working above capacity) are essential in making these efforts a reality.

-Additional general counselors would aid in reaching more students, increasing the number of students being served. As well as successfully staying involved within guided pathways success teams.

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6. If this is the first full-time position in the discipline, discuss: (Be brief and specific. Use your Program Review to complete this section.)

- a. Justification for the position.
- b. Projected start-up costs for equipment, facilities, and support staff for the first three years.
- c. Projected enrollment growth for the next three years, starting with the first semester of the projected faculty hire.

NA

7. What are the impacts on students, the discipline and the college of NOT filling this faculty position? What are the programs/courses/services that have not been or cannot be offered due to the vacancy? (Be brief and specific. Use your Program Review to complete this section.)

Student demand for counseling services has dramatically increased, yet the number of available appointments has not met this need. Counseling appointments become booked within the first week that they are made available for the next month. Scheduling an appointment ends up being a game of chance if the student can book in time before the available appointments get reserved again within the first week. Furthermore, because we lack an adequate number of counselors to meet the need, drop-in times can reach up to 2 hours during peak enrollment periods and just before breaks. Additional counseling services take longer which has a negative impact on the students ability to register for classes. Some services such as prerequisite clearances, financial aid petitions, and course substitution waivers oftentimes take longer to process because these tasks fall onto one or tow counselors.

The current 4.4 FT general counseling assignments have exceeded their capacity to assist students and the campus at large. While temporary adjustments have been made (i.e., reduction of evening hours and reduction of department meetings (only 1 p/month) in order to assist more students; Counseling faculty are placed at a disadvantage with necessary collaboration/planning/meetings being jeopardized.

If counseling positions are not prioritized, the demand for required services for students will not be met. This potentially impacts enrollment, degree completion, persistence, career advancement, collaboration with k-12, CTE student success and community growth + an uptake in student stress and overall impression of student services at LPC.

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8. Any additional information that addresses justification of the position. If multiple positions are being requested, this is an opportunity to differentiate the justifications for additional positions.

2 Full-time %100 General Counseling positions are requested in order to meet our growing student population demands and provide equitable access to a counselor.

2 additional Counseling faculty positions will increase our participation and availability across campus and allow us to integrate into Guided Pathways planning priorities.

Ranking:

#1- %100 General Counselor/Instructor (Kent Gomez Replacement)

Signatures:

Gabriela
Discua

Digitally signed by Gabriela Discua
DN: cn=Gabriela Discua,
o=Counseling, ou,
email=gvdiscua@laspositascollege.e
du, c=US
Date: 2021.09.07 13:47:05 -07'00'

9/7/21

Date

Dean

Kristina Whalen

Vice President