Full-Time Faculty Position Request Form 2023 - 2024

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 16, 2022.

Position Requested: Instructor, Computer Information Systems

Contact Person: William Komanetsky

Discipline/Division: STEM   **Starting Term: Fall** 23   **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) 3FBU09
Name of the person being replaced: LaVaughn Hart
Length of time position(s) unfilled:
Date Retirement/Resignation is Board Approved: 2021 Spring
If position is categorically funded, indicate source and duration of funding:

CRITERIA

1. **Number of Full-Time Faculty currently in Discipline:** 1
   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 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2023	Spring 2024
31.4	35	36.5	34.9	30.4	24.2	❚❚	

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

Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
449.3	469.5	413	412.6	440.1	383.0

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 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2023	Spring2024

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.)

Essential Computer Skills, Professional Communications, Introductory to Technology, MS Office applications, Database Concepts, Intro to Programming, Cyber Security,Systems Analysis/Design, Project Management, Networking Fundamentals, Keyboard skills development, Data Analytics, Data Management, Cloud Computing, Database Design, SQL programming and medical office assistant skills.

The program reaches to extend its courses to the under represented community members as well as working and not working adults who wish to extend their skills and receive certificates of achievements

The CIS program works heavily with the LPC computer center to assure supplies and staff are available to support student computer needs and this position would be directly involved in those efforts. Cybersecurity camps are also developed and executed and coordinated by the CIS staff with the help of computer center personnel.

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 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
31	32	33	25	23	20

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 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
61	71	58	57	51	53

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**

- Mandated class size limits: None

- Courses that meet GE requirements: 2 out of a pool of 45

- Courses required for Degree/Certificate/Transfer: 37 out of a pool of 45

- The CIS discipline provides entry level skills courses as listed: CIS8, CIS43, CIS44, CIS50, CIS65, CIS71, CIS71A, CIS71B, CIS71C, CIS73A

- Mandated/Specialized services: None

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.)**

CIS courses can also be a stepping stone to other professionally oriented areas such as computer networking and computer science. The Computer Applications Software certificate can help get the student ready for a degree in computer science as can our data analytics certificate. More basic CIS courses can also affect other areas such as Business and Political Science by training the student to more effectively use the tools necessary to be a success in those disciplines.

Programs which may affect other disciplines include:

- Computer Application Software Certificate of achievement
- Administrative Assistant Associates of Arts Degree
- Administrative Assistant Certificate of Achievement
- Computer Information Systems Associate or Arts Degree
- Web Development Certificate of Achievement
- Project Management Certificate of Achievement
- Data Analytics Certificate of Achievement
- Administrative Medical Assistant Certificate of Achievement
- Computer Information technologist Associates of Science Degree
- Cloud Computing Certificate of Achievement

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.**

Not Applicable

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.)**
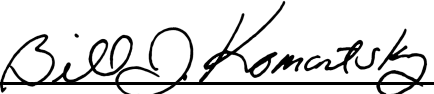
It has become very difficult to find qualified instructors to teach Microsoft Office applications (as an example) and especially the advanced MS office courses we offer to our students. All of the new Data Analytics and Amazon Web Services courses just developed into our curriculum are in great need of a ull time instructor as these courses take special skills and commitment to their success. Special events such as Cyber Security camps and boot camps helping students get a head start on their studies are always manned by full time faculty and with only a single full time CIS faculty member, these events could very well not take place. In Summer 2022 a CNT instructor was forced to handle this for CIS because of the lack of a CIS full time faculty member. Unfair to the other staff within the discipline.
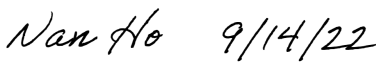
8. **Any additional information that addresses justification of the position. If multiple positions are being requested, this is an opportunity to differentiate the justifications for additional positions.**
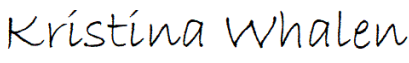
The CIS FT staff are pinnacle to the education of working and continuing education adults seeking to build their skills in the computer industry. As technology advances, new courses and programs are important to the success of our students and a committed FT faculty member will assure the development of such educational offerings. The efforts to promote our Computer studies programs involve all CIS staff (adjunct and FT) and to have only a single CIS FT instructor will hinder these efforts. The retirement of LaVaughn Hart in 2021 has put a huge hole in our CIS educational resources and another full time instructor will allow the department to better grow and continue its commitment to quality education for just about every demographic imaginable. With the only full time instructor within the CIS organization having over thirty years at Las Positas College, my greatest fear is that we will loose that instructor and find ourselves without a single full time CIS instructor thus possibly putting at risk all of our CIS programs.

Signatures:

_____   _____
Requestor   Date

_____   _____
Nan Ho   9/14/22   *Kristina Whalen*
Dean   Vice President