Staffing Recommendations from the Institutional Planning Committee
College of Marin Fall 2008 Program Review

Full Time Requests:

Note: These were looked at in terms of the following:
1. How many units in discipline are taught by FT and PT instructors
2. The percentage of units taught by FT instructors
3. If there were NO FT instructors
4. If there were no PT instructors available or were difficult to find in discipline
5. Number of retirements over last 5-10 years
6. Evidence of growth in program
7. Evidence of temporary or sudden growth
8. Evidence of specific changes
9. Program Review findings
10. Other information faculty chose to add.

The first two items above were gotten from OIM and Banner. Other information was put in Program Review. Requests were rated from 1 – 3 with three highest.

The following areas have no full timers. Recommend FT hiring ASAP:
- Anthropology
- Physics/Astronomy
- Noncredit ESL
- Counselor for Puente Program and Basic Skills (1)

Recommend FT hires in the fall:
- Basic Skills English (1 - Reading Specialist who would serve ALL students)
- Biology (1)
- Chemistry (2)
- Credit ESL (1)
- Spanish (1)

Programs with requests to be revisited in the future:
- Court Reporting
- Geology
- Drama
- Medical Assisting
- Dental
- English
- Math
- Architecture
- Music
- Art
Additional Units Requests:

First Priority:
- PE Health and Athletics: 12 units for Women’s Volleyball Coach (Title IX compliance)
- PE Health and Athletics: 12 units for Women’s Softball Coach (Title IX compliance)
- Nursing: 7.5 units/year for simulation course (5 sections 1.5 units each) in order to reduce class size to industry standards (offered at the end of the academic year)
- MMST: 14.47 units returned from cancelled classes (with a recommendation that MMST go through a revitalization process)
- Engineering: 3.49 units to offer Freshman ENGG 110B

Second Priority:
- ESL (credit): 1 unit/year for ESL 78 – approved last year, but not scheduled yet.
- DANCE: 3.32 units for Art of Choreography course

Third Priority:
- Environmental Science: 6 units/year for classes that are part of the certificate
- Behavioral Science: 3 units for SOC 110 to be offered more regularly

Classified Staffing Requests:

The first group were requested and approved last spring but have not been fulfilled:
- Admissions and Records (and counseling): Transcript Evaluator
- Biology, Geology, Geography and Environmental Science ALL requested a FT Museum Tech
- Media Services: an upgrade of one position from 80% to 100%.

In addition, IPC has approved the following from Fall 2008:

Three Requests that came from multiple departments:
- FT Administrative Assistants – one each for the following groups of disciplines:
  - Math and Sciences
  - Nursing/Dental/MEDA and EMT programs
- FT Theater Manager for Fine Arts Theater
  - This position was requested to be reinstated and filled by Dance, Music and Drama. This position would cover the theater at all times for all three areas as well as for anyone renting the facilities. Presently the three disciplines pay part timers separately.

Part Time Lab Techs:
- Chemistry: 1 – 18 hour/wk lab tech to help with additional class sections that have been added.
- MEDA: 8 additional hours/wk for Phlebotomy lab
- MMST: Combination 15 hr/wk Lab assistant for students and 15 hrs/wk for computer technician to help with all IVC computers labs
Tutoring:
• ECE: 8 hrs/wk tutoring for Spanish and English ECE class support
• Credit ESL: 2-10 hrs/wk for peer tutoring in the tutoring center.

NOTE: IS support for Math and English is on hold pending results of Task Force Research.