

**Date:** July 9, 2010

**To:** Resource and Allocation Committee

**From:** Sara McKinnon, Yolanda Bellissimo, Michele Martinisi:  
(PRAC sub-committee for fulltime faculty needs)

**Subject:** 2010 Fulltime Faculty Position Recommendations

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The PRAC sub-committee for fulltime faculty needs met on July 9<sup>th</sup> to look at full-time faculty needs outlined in program reviews in 2009-2010. Additionally, unmet needs from the previous year's recommendations were considered.

Based on the number of units taught by part-timers in a particular discipline, the number of full-timers in the discipline and evidence offered in program review, we recommend the following:

**Group 1:**

Medical Assisting: to replace Carol Lacy

Library: Replace librarian position from Matthew Priewe. In addition to the library being understaffed now especially due to the increase in numbers of students, one of the two current librarians will be retiring and a new library will be opened at IVC this year. Having sufficient librarians is a WASC requirement.

**Group 2: (at least one for each)**

English

English Skills (specifically a Reading Specialist)

Spanish/Italian

**Group 3: (one for each)**

Biology

Chemistry

Credit ESL

**Please see following pages for evidence and justification for these recommendations taken from the Program Reviews of 2009-2010.**

**Library:**

***Retirements:***

- One librarian has retired; no RETCUM faculty are working in the library.

***Changes in Student Demand:***

A number of changes, both internal to COM and in the environment of higher education in general, have greatly impacted the demands on librarians:

- College librarians must balance the dual demands for electronic and print sources of information and the different research techniques they require. At the same time, higher levels of information literacy have increasingly become a prerequisite for future educational and professional success for our students.
- Dramatic increases in the number of Basic Skills, ESL and vocational students at COM demand more time of the library faculty. Underprepared students require more instructional time, support and reassurance.
- Research instruction techniques must be re-examined frequently in order to insure that students are well served and that their emerging skills in research form a reliable foundation for ongoing development.
- Unlike classroom instructional programs, there is no ready means of increasing library staffing when the number of students we serve increases. Therefore, the 20% or more increase in student enrollments over the past five years have had a disproportionate impact on the library, especially since during the same period of time we lost one-third of our faculty.
- Collaboration with faculty colleagues should be ongoing and extensive. Substantial increase of part-time faculty and numerous faculty changes from semester to semester require increased efforts by library faculty to inform and instruct classroom faculty about the extensive support services offered by the library for them and their students.
- Additional full-time library faculty is crucial to survival of the library as a viable part of the academic program. Current staffing allows only day-to-day instruction of students and minimal involvement with other faculty and community the community. Planning, outreach and innovation suffer.
- A new library at IVC opens in fall 2010. Because library faculty have the education, experience and responsibility for making appropriate recommendations about library resources and services, plans for library services at IVC must involve library faculty (working in collaboration with classroom colleagues) at every stage. The time to do this has been minimal. Clearly, the need to provide library services to that campus will require that the vacant position be filled as soon as possible.

**Medical Assisting (Zero FTers as of Dec. 2010).**

MEDA will lose its only FT Instructor due to her retirement in December. Additionally this person coordinates this complex allied health program. If nothing else, health and safety issues would mandate a full-timer be in this program.

**English (at least 150 units/semester w/ 3 FT faculty)**

***Number of FT Instructors***

- The English Department as of the end of this spring 2010 semester will have just three full time instructors--John Sutherland, Win Cottle and Ingrid Kelly--two of whom (Kelly and Cottle) have been approved for sabbatical beginning spring 2011.
- Two other instructors, Larry Tjernell and Blaze Woodlief, teach one to two classes in English per semester.
- The remainder of the courses are taught by ETCUM's (10), instructors from the part-time pool (3) and emergency hires (5).

***Retirements:***

- Within the last 6 years, 7 full-time instructors have retired from the combined English/Humanities Dept: John Taylor, Eugenie Yaryan, Leah Shellida, Nancy Cavendar, Janet Mackintosh, Donna Monahan, David Rollison and (as of the end of spring 2010) Sandra Douglass.

***Changes in Student Demand:***

- Cutbacks at UC and CSU have impacted English and Philosophy classes at CoM. Our unit allocation has risen steadily and we have constantly filled all classes.

**English Skills: (at least 84 units/semester including new ENGL 98s w/1 FT faculty)**

***Number of FT faculty***

- Previously there were three full-time faculty in the discipline. There is now one full-time faculty after two retirements. There are 0 RETCUM units.

***Changes in student demand:***

- Six to seven sections of ENGL 98 will be added to ENGLISH SKILLS starting July 2010. This will increase the discipline, so the need for full-time faculty is even greater than before. The English Skills discipline needs a full-time reading skills specialist and an instructor capable of teaching all subject areas of the GED exam.

**Spanish/Italian (at least 80 units/semester for combined Spanish/Italian w/1 FT faculty)**

***Number of FT Faculty:***

- As of Spring 2010, there is only one full-time faculty member in Spanish. Spanish offers 60+ units per semester. More than 40 units per semester are taught by part-time instructors of Spanish. As of December 2010, there will remain one full-time faculty member in Italian who must also share her load and expertise in Spanish. A full-time faculty member, solely dedicated to Italian, who has served for 23 years, will retire. There are no full-time faculty members in French, Japanese, Chinese and American Sign Language. There is tremendous need for a full-time faculty member in our Department to represent the Department and do the work of the Department.
- There are no units taught by RETCUM faculty in our Department at this time.

## **Biology**

### ***Non-availability of PT instructors in the field and changes in student demand***

The ratio of part-time to full-time instructors has grown over the past few years. When the ratio gets too high, it may produce unreliability and instability in staffing and unpleasant conditions for the students. During the past year, we had an unfortunate example. A part-time emergency hire abandoned his laboratory section in the middle of the class, walked out the door, and was never seen again. While the vast majority of our part-time instructors are excellent and reliable, last-minute scrambles to staff classes could be avoided by hiring more full-time instructors.

Enrollment increases in the basic biology program have mostly been in the non-majors' courses. Enrollment in Biology 110 and Biology 110L have each been on the order of 20%. Other enrollment increases in the allied health courses have affected courses taught in the biology program, because some instructors teach in both programs. Overall increase in FTEF is approximately 1.0.

## **Chemistry**

### ***Non-availability of PT instructors in the field and Changes in Student Demand***

In the 9 semesters Patrick Kelly has been at CoM he has sat on 7 hiring committees (other full time instructors in the department have similar statistics), in a never ending attempt to find new part time teachers to fill these classes. Currently the number of units taught by full timers is equal to a full time load in only 35%. We can't keep up. Every term we are looking all over the bay area for people to teach classes.

The pool of qualified instructors with a MS or PhD in chemistry in Marin county (and surrounding areas) is abysmal. The fact that we offer a total of about 7.0 FTEF and we only have 2.5 full time instructors in chemistry is absurd.

- The chemistry department has grown from a WSCH of 2599 in the academic year 02-02 to over 5000 in the past year.
- The number of students in the chemistry discipline as more than doubled since 2000 (to a total headcount of about 700 students over this year).
- The number of class sections offered (all with labs that need supplies) has increased from 21 sections in 02-03 to 38 sections in 09-10.
- We are growing....25% this year alone.
- In 2003 there were two full time instructors and 3 part timers. Now there are 2.5 full timers and 11 part timers. We have gone from 21 sections to 38 sections.

### **Credit ESL (103 units w/2 FT instructors)**

- In Credit ESL, there have been two FT faculty that have retired. There are no units taught by RETCUM faculty. For Spring 2010, it was necessary to assign 4 units to an emergency hire.
- No new FT faculty have been hired in Credit ESL since 1992.
- In the last four years, there have been two full-time faculty retirements in the Credit ESL discipline. There are presently only two full-time faculty members in a program with over 10 part-time faculty.