Faculty Members
EMT-2011

I. Program Faculty
Additional Teaching Unit Requests

II. Additional Unit requests for NEW classes or extra sections
(requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty:</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 112</td>
<td>6</td>
<td>2-4</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:

- [ ] Health/Safety
- [ ] Scheduling
- [ ] Title 5/Ed.Code
- [ ] Waitlists

Other:
If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

Justification for new units:
1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

The program is awaiting specific information related to increasing the number of hours in this course. The proposed increase of 40 hours, has been mandated by state regulations but specific information regarding content to be addressed in these additional hours is still under discussion. The implementation of the new curriculum is 1/1/12 and national testing requirements have been changed to address the new regulations. The proposed increased in hours will increase the course units from 0.7-2.5 units and teaching units from 2.0-2.5 units.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

III. FT Faculty Needs (Please fill this out ONLY if you are stating a need for new full
time faculty in your area.)

1. Please indicate if there are NO FT faculty in your discipline. Please provide data regarding the length of time this discipline has been without a full time instructor.

2. Non-availability of part-time instructors in a subject area. Please provide evidence demonstrating the difficulty in finding part-time instructors to teach in the subject area.

3. New FT Faculty: How many NEW FT faculty have been hired in past 10 years? Please list each faculty name and the year of employment. If this instructor is shared with another department, please list the equivalent FTE% for your department. Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

4. Reduction in department TUs as a result of FT Faculty retirements or other significant causes? Please provide data that illustrates a change in teaching unit allocation as a direct result of FT faculty retirements within your department and how this may change in the coming year(s).

5. Other reasons: Have there been other causes for a reduction in units in your discipline? If so, please explain and provide evidence.

6. Changes in Student Demand: Recent or forthcoming growth as a result of added sections due to enrollment demands. Provide evidence that illustrates the need for additional faculty due to increased student demand such as numbers of sections added and/or courses with waitlist totals showing a need for additional sections. What is the % of FTEF for this increase in units? If there has been a decline in student growth, please explain why.

7. Current of forthcoming changes that illustrate the immediate need of additional FT faculty within this department. Please outline all relevant circumstances that justify the priority of a FT hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

8. Program Review Findings: Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

9. Other considerations: Include such information as matriculation needs, changes in student demand or community and job market needs, response to legislation, or rapid growth of the discipline.

10. Shared Resources: If you have requested FT faculty that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will
improve access or outcomes and if it is needed for health and safety concerns or required by law.
Non-Instructional Support Staff

EMT-2011

I. Current Support Staff
II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>37.5</td>
<td>120 Students</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Three of the four health science programs are located at the Indian Valley Campus. In addition, several of the Early Childhood Education courses are taught at that site. The department has a single administrative assistant, based at Kentfield, to meet the support needs for all of these programs, faculty, staff and students. Each of the health science programs contain courses that require health clearances/CPR/background checks prior to enrollment into the class. This documentation must be collected, reviewed and managed to meet facility clinical requirements and contractual obligations. Providing this service to students in an accurate and timely manner is critical to maintain program enrollment, meet student learning needs, and avoid potential litigation.

The lack of a health science administrative assistant based at the Indian Valley results in reduced services at that site. The workload of the single department administrative assistant is excessive, and while she does an excellent job, her workload and responsibilities far exceed that of others in similar positions.

A full time administrative assistant at the Indian Valley Campus would provide greater access to students especially since most of the faculty in the health science programs are adjunct with limited office hours. The health science area has a high volume of phone calls, many of which, are seeking information about the programs. The availability of a full time administrative assistant to respond to these calls will benefit both the programs and the college by increased enrollment. Support services including managing health based documentation along with providing a centralized and secure site for these documents will facilitate student enrollment and decrease an onerous workload for the program coordinators.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

This position will serve faculty, staff and students in the Dental Assisting, Medical Assisting, Fire Technology and Early Childhood Education programs. Approximately 50 class with over 300 students would be served by this position. Having this individual based at the same location of the program faculty and
students will greatly improve access to students and improve safety concerns related to confidential information required for coursework.
Program Summary
EMT-2011

Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

Past program reviews have identified the need for an administrative assistant at the IVC campus. There are a multitude of documents that must be collected, reviewed and maintained for each student in the EMT 112 course. With a program that only has adjunct faculty, including the coordinator, this responsibility falls upon the sole administrative assistant based at the Kentfield campus.

II. Requests Summary:

1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

The requests made in this program review address a need for increased units and clerical support. The units increase is needed to address anticipated changes in the EMT 112 class mandated by state regulations. The clerical support will be shared with the other health science programs based at IVC.

III. Other concluding remarks.
Area Directors and Deans Comments

EMT-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

2. Please comment if additional units, faculty, or staff have been requested.

Additional units have been requested to meet anticipated increases in EMT 112 course hours. It is difficult to accurately determine the unit increase without clear information which is still pending from the state level. Implementation of the regulatory language to address this content increase goes into effect 1/1/12 and it is anticipated that the revisions must be completed for course offerings in Fall 2012.

The other request for administrative support is critical for maintaining a high quality program. The faculty are all part-time and have full time jobs limiting class offerings to week ends and evenings. The single administrative assistant for the department has an excessive workload Monday through Friday which makes communication difficult with faculty and students in the program. With the increasing contractual requirements, health/safety issues and potential for litigation in the health science area, it is essential that consistent screening processes are in place with regular review by the administrative assistant and program coordinator.

3. Please itemize expenses currently covered by external funds that may revert back to general funds.

4. Other comments