Non-Instructional Support Staff

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

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<th>Purpose:</th>
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<tbody>
<tr>
<td>Lab Tech</td>
<td>Hourly</td>
<td>10</td>
<td>1000 Students</td>
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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?

Since the completion of the new Trans Tech building, we are finding ourselves still in the process of moving in. We are finding that equipment and supplies do not necessarily fit into the places designed for them. Our current lab tech is finding he does not have enough time to perform his duties of preparing the lab for each class and organize all of the storage and equipment from the move. We still have much material to be sorted through and unpacked. Tool boards need to be constructed for tool storage and easy access for students. It is important to have our shops looking as professional as possible. Although we have reused much of our old tools and equipment, it is necessary to perform maintenance on some of the aging equipment.

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This position would serve both Auto Tech and Auto Collision Repair. About 1000 students use the facility on a weekly basis. Because there are still materials sitting in boxes, there is a concern for safety. Not all of our supplies and materials are accessible to students. Modernization project funded some of the move in last year but the projects are not completed and will not get completed without additional help.
# Non-Instructional Support Staff

## Allied-Health-2011

### I. Current Support Staff

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**MATH AND SCIENCE CENTER ADMINISTRATIVE ASSISTANT**

Currently there is only a part-time administrative assistant for the three departments of Life and Earth Sciences, Physical Sciences and Mathematics. This is a total of eight disciplines and approximately 4,000 students per year. This is the only administrative assistant for the Austin Science Center, which has classes morning, afternoon and evening at least six days a week. This is also the only administrative assistant for the central office for this building, which also serves many students whose programs are housed elsewhere, as well as people new to the campus who are lost or otherwise need assistance.

This situation has produced several problems. First, it has been difficult to retain quality staff in this position, since part-time hours imply part-time salary. (The last two people who had this job left in order to get better hours and salaries elsewhere). Second, the job of serving so many students and faculty with so few hours is far more difficult than those of other administrative assistants on campus who have longer hours and fewer responsibilities. Third, lack of any administrative staff whatsoever in the building for many hours when classes are in session sends a strong message to students that they are ignored by the College.
Fortunately, many of these problems can be remedied with a simple solution. No new job category must be created. No new position must be filled. A strong step in the right direction would be merely to add the hours needed to bring up the existing position to full time, as it was for many years previously.

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This position benefits three departments, Life and Earth Sciences, Physical Sciences and Engineering, and also occasionally students from other departments and programs.

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MUSEUM LAB TECH

Last Year's PRAC Recommendation

From information our department has received, we understand that PRAC last year recommended filling this position for this next year (2012), since this is when the new building and museum are scheduled to open. Since this was based on documentation previously submitted, we have not repeated all of this information again. Rather, we have provided below excerpts from our requests, beginning with 2006 when the position originally became vacant, and continuing up to the present, to show that the need has not diminished in the past year. Indeed, with the opening of the new building, the need is expected to increase.

From Original 2006 Meeting with Vice-President Anita Martinez:
The Vice President urged the department to write immediately a description for a full-time museum lab tech since this was a key position, in service to students and in care for valuable college infrastructure, and especially in light of a forthcoming move to a new building.

**From 2010 Program Review:**

The biology/geology museum laboratory technician position has been vacant since May, 2006. Since that time, in a series of meetings among faculty and administrators, all have repeatedly agreed that it is unwise to leave this position vacant any longer.

At the end of the last Program Review, this position was given the highest priority, but apparently was not funded.

Since then, students have suffered reduced service, and the department has experienced two incipient fires, ten probable toxic chemical releases and continued deterioration of materials, resulting in a damaged learning environment and risks to health and safety.
Staff will be shared by two programs within the same department, biology and geology. Furthermore, although specific job capabilities must differ among the different laboratory technicians within our department, the fact is that all can have some basic knowledge of where equipment and supplies are kept, general departmental laboratory procedures, and common health and safety principles.

Additional Museum Lab Tech Notes 2011

Further problems have continued to result from the failure to fill the vacant museum lab tech position in a timely manner in 2011. Aside from the thefts, deterioration, health and safety issues and lack of service to students already reported in previous reviews, a few examples can be reported from this past year:

1. At least one more near-occurrence of fire, which fortunately resulted only in melted plastic.

2. Deterioration of specimens due to lack of ethanol replenishing

3. Continuing hazardous fumes due to lack of inspection of possible isopropyl alcohol and formalin leaks

4. Lack of updating of inventory as required by state and federal standards

5. Flagrant interruption of service to students.
In this last area, several student comments are worth noting:

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I made a special point of coming in early on Friday to do my assignment, but there was nobody present to unlock the door or turn on the lights. I had to turn around and go home again without getting anything accomplished. For a working student, this was a major inconvenience. I cannot believe that a school can pay so little attention to students’ needs?

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The apathy and disorganization on the part of the College of Marin staff in maintaining the museum was less than reassuring, to say the least? Assign a staff position to the museum!?

---

On the other hand, those students who were fortunate enough to be able to catch the museum open when things were set up were impressed:

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Wow! This week’s museum observation definitely captured my interest. It was fascinating to
dive into the world of parasites and learn about the many different types and their life cycles and reproductive processes."

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This position benefits three departments, Life and Earth Sciences, Physical Sciences and Engineering, and also occasionally students from other departments and programs.
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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?

The position of instructional assistant in Ceramics is essential to the safe and efficient function of the ceramics studio. The amount of physical process required in making ceramics is well beyond the capacity of the instructor during the scheduled class hours to serve the 25 students per class. Our program requires a skilled and dedicated assistant to manage class output for five ceramics classes per week during and outside of class hours.

The position is necessary to maintain oversight of health and safety requirements. The layout of our studio prevents line of sight observation of activities in the classroom, exterior patio, glaze room and the electric kiln room simultaneously. The instructional assistant is a constant additional presence throughout the studio to oversee student activity at areas such as the grinding wheel, sandblaster and ceramic glaze mixing lab.

Outside of class sessions, clay and glaze preparation, kiln loading and firing must continue to flow and are essential for timely evaluation of assignments and student goals.

Purpose Statement: (Duties, General Description)

The job of Instructional Assistant Class Series (Ceramics) is done for the purpose/s of providing line-of-sight safety supervision in the ceramics classroom, glaze mixing lab, electric kiln room and outdoor kiln yard. Additional duties include assisting in the development of students’ ceramics skills through providing help with classroom assignments; performing technical duties related to the process of creating ceramic artwork including loading and operating ceramic kilns daily, and supporting the instructor and Laboratory Technician in providing assistance and information about materials and equipment in the ceramics area.

Essential Functions:
Assists individual students in safety procedures and proper use of ceramics equipment (e.g., potters wheels, glaze mixing stations and tools, glaze sprayers and booths, sandblaster, grinder, gas and electric kilns, etc).

Mixes clay and glazes for student use throughout the semester

Continually loads and operates various ceramic kilns including electric, gas and raku

Assists in instructing students on correct and proper ceramics techniques.

Assists students when tools and equipment in sculpture area are needed for the completion of projects from ceramics classes

Assists students in making appropriate tool and material choices for handbuilt and wheelthrown ceramics.

Assists individual students in set-up and clean-up of various stations in the ceramics lab (e.g. Raku firings, spray booth, electric kilns etc.)

Demonstrates methods required to perform assignments for the purpose of supporting the needs of individual students.

Communicates problems with equipment to instructors and Laboratory Technician.

Works with Laboratory Technician to maintain inventory of ceramics materials and supplies.

Stocks ceramic materials and supplies upon delivery

Performs additional tasks related to ceramics lab as assigned by instructors or Laboratory Technician.

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| Purpose: Instructional Specialist | Type: Part-Time | Approx. hours per week: 17 | To support: 6 Classes |

http://programreview.marin.edu/2011Mini/TUReportSS.jsp
**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?

This position needs to be filled by someone with knowledge of photography (both traditional b/w and digital).
When students want to use the lighting studio which is out of the line of sight of the instructor the instructional specialist can instruct them.

This position would also include support during the digital photography class in FA315:

**Support students with questions on computers.**

**Computers are logged on and off correctly and functional.**

**Instruct in using the printers properly.**

**Help students evaluate print quality to avoid using up inks/paper.**

**Oversee problem solving.**

FH 12- Darkroom and Lab instruction will be remarkably improved because, during the times when I have a line of students seeking my help, an assistant could answer the simple questions regarding where in the lab to locate a tool or how to use a piece of equipment. Additionally I won't be using my time (and strength) lifting heavy chemicals to place into storage rooms or using a dolly to pick them from Fine Arts and moving them to Fusselmann Hall.

An assistant can also keep the lab running smoothly which prevents possible accidents (wiping up spilled water) and keeping the numerous small lab facilities 5 rooms (not including classroom) clean and functional. The Learning outcomes and list of responsibilities are below.

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**INSTRUCTIONAL SPECIALIST RESPONSIBILITIES**

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http://programreview.marin.edu/2011Mini/TUReportSS.jsp
Arrive 10 minutes early to set up the darkroom/syphon old fix and recycle it.

Restock Perma-wash and photo flo in both developing labs including set up of tray w/sponges.

Prepare tanks and reels so they are ready to check out to students.

Make sure are graduates clean.

Prepare all surfaces in labs.

Rinse all trays in darkroom.

Lockers need supplies such as glass, cardboard, scope, easel etc.
Check that locker keys have been returned.

Check out special lenses and negative carriers to students.

Speak with me about which students need encouragement/extra time.

Keep track of roll sheets

Change enlarger bulbs as needed
Unplug timers to reset.

Move students if enlarger breaks

Hand out copy keys for enlarger lockers

Fix enlargers or make list of broken parts.

**Lighting studio:**
Instruct students how to properly set up, use and break down lighting and backdrops.
Reset the classroom with chairs and projector.

Check in when

Chemicals are running low and/or any supplies

Enlarger is broken

Black bags are ripped in inner bag or elastic is loose

Tank lids are broken

Need more rags

Reinforce /reminders—No Mixing Tongs in Darkroom

Lock lockers in both labs
Write down locker combinations

Direct students to course due dates posted in lab

Direct students to developer charts

Help to hang work in display cases.

Break down darkroom

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| Purpose: Instructional Specialist | Type: Hourly | Approx. hours per week: 18 | To support: 6 Classes |

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With the new fine arts building the line-of-sight support of students working
with dangerous equipment during sculpture class is impossible for the instructor to maintain. This request would allow instructional assistants to work with the students in order to ensure safe working conditions for students involved.

Purpose Statement: (Duties, General Description)

The job of Instructional Assistant Class Series (Sculpture) is done for the purpose/s of providing line-of-sight supervision of student use of power tools in the sculpture lab, welding area, outdoor foundry, wood shop and metal shop. Other duties include assisting in the development of students’ sculpture skills through assisting in classroom assignments; providing feedback to students and instructors regarding student progress; and supporting the instructor in providing assistance and information.

Essential Functions:

Assists individual students in safety procedures and proper use of sculpting equipment (e.g., gas welders, electric welders, plasma cutter, sheer cutter, a multitude of metal and wood shop saws, sanders, forming tools and grinders).

Assists in instructing students on the correct and proper use of sculpting hand tools.

Assists students in making appropriate tool choices for carving and additive sculpting.

Utilizes department forklift to move heavy objects.

Performs duties related to bronze casting including mixing slurry, maintaining stucco beds, safely operating burnout kiln and furnace and pouring bronze.

Works with students to brainstorm methods for sculpture constructions, particularly for metal and mixed media sculpting.

Assists individual students in set-up and clean-up of studio tools.

Assesses students’ progress, expectations, goals, etc. for the purpose of providing feedback to the instructor.

Demonstrates methods required to perform assignments for the purpose of supporting the needs of individual students.

Loads and operates kilns with sculpture class clay work.

Performs additional tasks related to sculpture lab as assigned by instructors or Laboratory Technician.

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**Additional Museum Lab Tech Notes 2011**

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In this last area, several student comments are worth noting:

"I made a special point of coming in early on Friday to do my assignment, but there was nobody present to unlock the door or turn on the lights. I had to turn around and go home again without getting anything accomplished. For a working student, this was a major inconvenience. I cannot believe that a school can pay so little attention to students."

"The apathy and disorganization on the part of the College of Marin staff in maintaining the museum was less than reassuring, to say the least. Assign a staff position to the museum!"

On the other hand, those students who were fortunate enough to be able to catch the museum open when things were set up were impressed:

"Wow! This week's museum observation definitely captured my interest. It was fascinating to dive into the world of parasites and learn about the many"
different types and their life cycles and reproductive processes."

"Though lack of having a full-time staff member to adequately prepare the museum hindered what this project could become, it is not to any of the instructors' faults, as the fault rests on the higher-ups and their lack of insight into this project. Without any of these opportunities that were provided, I would have been lost in the educational system --- forced to drop the course out of frustration. Thank you for the opportunity that you have provided.... I found it essential to my learning process."

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The new museum will the opportunity for collaborative work in all of the sciences at COM, if properly staffed and maintained. Thus this position will serve not only the disciplines in Life and Earth Sciences, but also the disciplines in Physical Sciences and Engineering. This could double the number of students served.

Access will be enhanced particularly for visually- and tactile- oriented learners, but will improve for all.
The position is essential for complying with health and safety regulations. Until it is filled, the health and safety risks will continue to increase. Up to now, we have relied mainly on luck to avoid major disasters, but relying on luck is not the best safety policy.
Non-Instructional Support Staff

Basic Skills-English-2011

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In July 2010, ENGL 98 became part of College Skills. This course has a mandatory one hour a week lab component. This fall, Blaze Woodlief has introduced the dedicated tutor as part of a BSI grant. This program has been very successful. Therefore, the discipline feels that it should be institutionalized and requests 3 weekly IS hours for each of the ENGL 92 and 62 sections.

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The Science Center is one of the only divisions on campus with a part time administrative assistant. Serving Math, Life and Earth Science, and Physical Science our administrative assistant has, by far, the greatest workload in terms of number of students served (based on FTES from the Data Dashboard) and one of the highest if the highest in terms of faculty. On top of this the Science Center houses a huge number of community ed classes that also use resources that our administrative assistant must monitor and take care of. And yet she is part time. This situation is truly absurd. And to make matters worse, there is not reason for it. The historical root for the situation has nothing to do with logic and instead personality. The story goes that some battle of wills and personalities took place many years ago and the department chairs all got together to drive a certain person out. In order to do this they made the position part time so she would be forced to leave as she needed/wanted a full time position. Sounds crazy? It is. So we need a full time person back in that seat!

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Physical, Sciences, Life and Earth, Math, and a vast number of Community Ed classes and instructors rely on this person.

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The number of students served in the chemistry laboratories has increased significantly in over the past decade. The chemistry discipline served 298 students in the academic year 00-01. In the fall of '09 and spring of '10 there were 637 students taking chemistry. That is a 114% INCREASE in current enrollment when compared to ten years ago. The number of sections we offer as a discipline has gone from 21 in the academic year 2002-2003 to 37 in 2009-2010. In that time no new lab personnel were hired. The extra load was taken on by the lab tech, Mike Stinson, without compensation! Our new lab Tech, Laura Cooper, has now taken over this massive work load.

Finally, next year we will be moving to a new building with only two (instead of our current three labs...which is one of the dumbest decisions ever as we grew out of the planned building before they took the first shovel full of dirt....but I digress). We will now be forced to offer lab sections in the morning (which will conflict with most other general ed offerings in the school....but we can blame that on a bunch of administrators and "planners" who no longer work here...again, digress). And/or we will be offering labs in the old science center. We recently hired a new lab tech, Laura Cooper, who works overtime (unpaid) ever week. She will not be able to serve all the labs we offer once the new building is online. We request either a 0.5 part time lab tech or at least a guaranteed 15-20 hour work study allocation. Each year we have qualified students but getting work study monies and filling the spot on a consistent basis is challenging. In the past there were work study students performing these tasks, but over the years we lost that allocation. We would like it back.

**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.

If we can not get a dedicated work study allocation then we would request a 25% lab tech to be shared with Life and Earth Science as they could possible use a 50-75% lab tech. We would be happy to share them if person was qualified to do both. If biology has a part time person or needs one, that might be a great partnership.
Non-Instructional Support Staff

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>Hourly</td>
<td>25</td>
<td>all 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?

request for 3 student hourly (2 for counseling department and 1 for transfer center). Each would work no more than 25 hours per week during the 35 week semesters (fall/spring). cost would be $9625 each (T=$28875.) The hourly would assist with appointments, phone calls, call backs, general office support. We have two students presently in counseling that are hourly which I am requesting to keep as a permanent request in our budget. the 3rd hourly is for the transfer center which must remain open while the tech attends meetings and makes classroom visits, etc.

**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.

<table>
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<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>all 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?

Request the Counseling Department "office clerical" grade 5 be upgraded to a "counseling specialist" grade 11

**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.

Our present "office clerical" person is the technical and computer expert that inputs data, schedules and runs reports for the college. Since first employed, the job specifications have changed drastically requiring further education, training and knowledge. This requested change is in line with other specialists’ job specifications. Cost for upgrade will be an additional $5148 per annum.

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<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>37.5</td>
<td>all 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?

requesting for a new classified position to act as a "financial aid liaison...specialist" We have new federal guidelines for the granting of aid to students. With the new guidelines, there is an increase in financial aid disqualifications. There is a need for a specialist to work directly with students at the beginning of their college experience to educate them about financial support. Outreach, workshops and follow up are components for this position necessary in helping students navigate through forms and regulations. At present, financial aid does not have anyone working directly with students in this way.

**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.

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<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>37.5</td>
<td>all 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?

requesting to change job specifications of the Transfer Center Technician from 11 months to a 12 month position. Since the position was formed with the thought that the Transfer Center was not important enough to keep opened 12 months of the
year, the mission of the community colleges has put a greater emphasis on transfer as an accomplished goal of students which needed to be tracked. We are experiencing a greater number of private colleges that would like to articulate with CoM and to form a partnership with our transfer students in guarantee admissions. The application to 4 year colleges has been more complex and continuous. The technician's position is very important to the support of our transfer students, especially the under-represented.

**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.
# Non-Instructional Support Staff

## COUR-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>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Hourly</td>
<td>6</td>
<td>15 Classes</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?

We presently have one hourly assistant, Linda Johnson, in the program to help instructors deliver 4-speaker court and deposition simulations in the classroom at dictation speeds of 200 wpm and above. These court and deposition simulations prepare our students for the state licensing examination, which includes dictation by four speakers at 200 wpm. The exam we are required to administer to students to qualify them to sit for state licensure must be given in the same format. This assistant is needed a minimum of 4 hours per week for two, 16-week semesters and a 6-week summer program; we would like to increase her weekly hours to 6. Ideally, we would like to have a second assistant. The cost per hour is $10.45.

**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.

N\A
Non-Instructional Support Staff

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>Instructional Specialist</td>
<td>Hourly</td>
<td>14</td>
<td>350 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?

Instructional specialists are a key component of the Writing Center as well as the English Skills Lab. We would like to offer our students the same opportunity to work one-on-one with an IS. Presently the ESL Lab has no instructional specialists assigned to it. We are requesting 14 hours so that we can cover the busiest times in the lab.

**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.
Non-Instructional Support Staff

Distance-Education-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>Computer Tech</td>
<td>Part-Time</td>
<td>20</td>
<td>8000 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?

Several requirements for DE programs have been required by the Chancellor's Office and by the Crediting Commission for Community and Junior Colleges and technical support staff is needed in the DE Program to help meet these requirements. Additionally, The Higher Education Act has been recently signed into law. It contains several changes to accreditation requirements, and many of these changes are required to be implemented immediately.

All of the changes to the accreditation portion of the law can be found on the President's Desk of the Commission's web page at http://www.accjc.org/directors_desk.htm.

Although we have a Taskforce that is involved in the researching and drafting of these new policies, we do not have the technical support staff necessary to implement them. The DE program is in need of technical support staff to help with the implementation of these latest requirements of all DE programs. These policies insure academic integrity of programs.
Additionally, a technical support person can help with the recommendations of the DE plan which help strengthen student retention, and student success. No support staff currently exists to implement these plans. As a result, we have many plans, but no support to implement these plans.

For example, students would benefit from the development of orientations to DE courses, and from other retention building activities, like sending letters to DE students, e-mailing students who do not check into class, holding meetings and informing DE instructors about current policies, issues and requirements of DE courses. Most other colleges have a centralized Office of DE, at CoM the organizational structure is more fissured. Implementing procedures such as calling or e-mailing DE students about their DE classes, informing them of student services, important deadlines, contacting DE students when/if they have not checked into their classes for longer than a week, will fight weak retention rates. This method has proven successful at other colleges in improving success and retention.

Implementing orientations for DE students and increasing online student services for all students would help retention and success. For example, a help desk for technical support of DE students, online counseling services (for all students), online financial aid (for all students). The technical support staff could help to further these goals by working with the college's existing student support services to branch out to online support services.

**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.

All college departments would share this resource as all registered COM students have access to a Moodle site.
Non-Instructional Support Staff

I. Current Support Staff
II. Request for additional support staff

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<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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<tbody>
<tr>
<td>Clerical</td>
<td>Hourly</td>
<td>20</td>
<td>450 Students</td>
</tr>
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</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?

The Health Science Department has a single full time administrative assistant at KTD campus to meet the support needs for all the programs, faculty, staff and students at IVC.

The workload of this person is excessive, and while she does an excellent job, her workload and responsibilities far exceed that of others in similar positions.

A part time administrative assistant at IVC would provide greater access to students, especially since most of the faculty in the health science program are adjunct faculty with limited office hours and student contact.

The health science area as well as other departments at IVC has a high volume of phone calls, many of which are seeking information about the programs. The availability of a part time assistant to respond to these numerous calls will benefit the programs with potential increased enrollment.

This part time staff could serve the programs at IVC with the mail, xeroxing, typing tests and reports, monitoring student grades, filing, generating teaching schedules, book requests, updating course syllabi, unblocking student enrollment, and correcting tests. These tasks would help the department meet strict deadlines.

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 part time staff could serve the following departments: court reporting,
medical and dental assisting, early child care, EMT, multimedia, auto and collision, and the ESL departments all who do not have clerical staffing.
Non-Instructional Support Staff

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

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<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>40</td>
<td>400 Students</td>
</tr>
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</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.

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<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Lab Assistant</td>
<td>Hourly</td>
<td>35</td>
<td>25 Classes</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?

All teachers in the Child Development Program Centers serve as models to demonstrate the practices taught in the ECE classes. Students observe their work as part of ECE class assignments. When student teachers are placed in the Centers, the teachers there act as lab assistants by providing direct support and supervision to student teachers during the hours they are on site.

Child Development Program teacher salaries have historically been paid exclusively from the Child Development Program budget which is based upon the contract between College of Marin and the Child Development Division of the State Department of Education. The funds from that contract are intended to support the teaching of young children from low and moderate income student or working families. The contract from CDD does not include any provision for the staff development needs of the Child Development Program faculty nor does it provide compensation for them to act in the role of mentor or model teachers in a demonstration preschool.

The Child Development Program demonstration classrooms and the faculty in those classrooms are essential to the success of the ECE program. The 35 weekly hours reflected in this request are hours that will be split among the CDP faculty who support student teachers and other student doing assignments.

During Fall 2011, 9 students were placed for 6 hours per week in the Child Development Program Centers to complete the fieldwork requirements for ECE280. Untold numbers of other ECE students utilized the expertise of the CDP faculty as they completed observation and/or practice assignments in the Child Development Program Centers.

**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.

The Child Development Program faculty also are utilized by the nursing program as the pediatric placement site during the pediatric rotation required of all nursing students. Psychology students frequently utilize the Child Development Centers and...
the expertise of the faculty there for observations and assignments. The Psychology department fieldwork program also places students in the Child Development Program centers and utilizes the expertise and supervision of the CDP faculty.
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>
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<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.
Non-Instructional Support Staff

English-and-Humanities-2011

I. Current Support Staff

II. Request for additional **support staff** (clerical, lab tech, IS, comp tech, tutor, etc.)

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<thead>
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<th>Purpose</th>
<th>Type</th>
<th>Approx. hours per week</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Computer Tech</td>
<td>Part-Time</td>
<td>?</td>
<td>900? 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?

The Writing Center is in need of increased IT support staff. Currently we are able to track students from English 98 and English 120, but no tracking system exists for all of the other students we help from other disciplines. We need to expand the tracking system to include these other data so that we can provide more accurate reporting about the services we offer to students via the Writing Center. Before students are allowed to use the computers or speak with a tutor, there should be a mandatory login to track student use.

**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 IT support staff would be shared with ALL disciplines since all students currently have access and support to the Writing Center.
Non-Instructional Support Staff

Library-2011

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

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<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
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<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>37.5</td>
<td>0 Students</td>
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</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?

We need clerical support for all the hours that we are open at the Kentfield and Indian Valley Libraries. Staff should be adequately trained and have job description of their duties.

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.

The clerical support staff can be shared between the two campuses.
Non-Instructional Support Staff

Music-2011

I. Current Support Staff

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

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<tr>
<th>Purpose</th>
<th>Type</th>
<th>Approx. hours per week</th>
<th>To support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Part-Time</td>
<td>20</td>
<td>24 Classes</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?

Re-open the position of Theatre Manager.

For every music event (as well as every event in dance and drama) there needs to be a person who is responsible for setting up the theatre, hanging and setting the lighting, putting up music shells, chairs, and risers, etc, including some duties during events themselves, such as running sound or lights, resetting the stage during performances, and supervising movement of large objects such as grand pianos. This person may also be responsible for hiring and training house managers, and dealing with any rentals of the theatre. Not to have a person responsible for such things is a potential safety hazard. Instructors cannot manage these duties while they are directing a performance or rehearsal. We have an hourly person doing some of these duties right now, but as these hours are a regular requirement, the position should be made permanent, but part-time.

**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.

The Theatre Manager position would serve all three disciplines in the Performing Arts Department.
Non-Instructional Support Staff

Physical-Education,-Health-&-Athletics-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>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>Hourly</td>
<td>25</td>
<td>50 Students</td>
</tr>
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</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?

The Athletic department is requesting an increase in our assistant coach's stipends.
- Right now they are $1,250.00 which is the lowest in the conference.
- We would like to increase our assistant coach's stipends to $5,000.00 and put them on a 10 month contract.

Student learning and success will be improved by:
- Right now our assistant coaches just come to campus for practice and usually just work during the semester of competition.
- Putting them on a 10 month contracts would require them to be around the campus more and involving them with the academic side of the student-athletes.
- Having more coaches involved with the student-athletes on their academics will improve the success of the student-athletes.

Access will be improved by:
- Putting our assistant coaches on 10 month contracts would allow them to be a lot more involved with recruiting and retention of our student-athletes.
Right now that all falls on the head coach.

The Student Learning Outcomes that will be improved by adding an assistant coach will be:
- Higher retention rate for our student-athletes
- Higher transfer rate for our student-athletes
- Higher percentage of Marin County student-athletes enrolling in College of Marin

These student learning outcomes will be measured by:
- We have created a student-athlete academic report card that can be accessed through ARGOS:
- It will show - success rate, GPA, units taken, units passed, transfer students.

The College of Marin Pays their assistant coaches a stipend of $1,250.00 per season. This is the lowest in the conference. Below you will see what other colleges pay their assistant coaches in the Bay Valley Conference.
Laney College $3,100.00 to $5,000.00 per team.
Los Medanos College $3,362.00 - $7,685.00 per team.
Alameda College $3,579.00 to $4,476.00 per team.
Mendocino College $2,000.00 per team.
Solano College $4,500.00 per team.
Contra Costa College $2,100.00 to $2,800.00 per team.
Yuba College -$3,000.00 per team.
Napa College $1,500.00 per team.

**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.
Non-Instructional Support Staff

Environmental-Science-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>Part-Time</td>
<td>25</td>
<td>4000 Students</td>
</tr>
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</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?

SCIENCE CENTER ADMINISTRATIVE ASSISTANT

Currently there is only a part-time administrative assistant for the three departments of Life and Earth Sciences, Physical Sciences and Mathematics. This is a total of eight disciplines and approximately 4,000 students per year. This is the only administrative assistant for the Austin Science Center, which has classes morning, afternoon and evening at least six days a week. This is also the only administrative assistant for the central office for this building, which also serves many students whose programs are housed elsewhere, as well as people new to the campus who are lost or otherwise need assistance.

This situation has produced several problems. First, it has been difficult to retain quality staff in this position, since part-time hours imply part-time salary. (The last two people who had this job left in order to get better hours and salaries elsewhere). Second, the job of serving so many students and faculty with so few hours is far more difficult than those of other administrative assistants on campus who have longer hours and fewer responsibilities. Third, lack of any administrative staff whatsoever in the building for many hours when classes are in session sends a strong message to students that they are ignored by the College.

Fortunately, many of these problems can be remedied with a simple solution. No new job category must be created. No new position must be filled. A strong step in the right direction would be merely to add the hours needed to bring up
the existing position to full time, as it was for many years previously.

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 benefits three departments, Life and Earth Sciences, Physical Sciences and Engineering, and also occasionally students from other departments and programs.

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<th>Approx. hours per week:</th>
<th>To support:</th>
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</thead>
<tbody>
<tr>
<td>Lab Tech</td>
<td>Full-Time</td>
<td>40</td>
<td>1000 Students</td>
</tr>
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</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?

MUSEUM LAB TECH

Last Year’s PRAC Recommendation

From information our department has received, we understand that PRAC last year recommended filling this position for this next year (2012), since this is when the new building and museum are scheduled to open. Since this was based on documentation previously submitted, we have not repeated all of this information again. Rather, we have provided below excerpts from our requests, beginning with 2006 when the position originally became vacant, and continuing up to the present, to show that the need has not diminished in the past year.

Indeed, with the opening of the new building, the need is expected to increase.

From Original 2006 Meeting with Vice-President Anita Martinez:
The Vice President urged the department to write immediately a description for a full-time museum lab tech since this was a key position, in service to students and in care for valuable college infrastructure, and especially in light of a forthcoming move to a new building.

From 2010 Program Review:

The biology/geology museum laboratory technician position has been vacant since May, 2006. Since that time, in a series of meetings among faculty and administrators, all have repeatedly agreed that it is unwise to leave this position vacant any longer.

At the end of the last Program Review, this position was given the highest priority, but apparently was not funded.

Since then, students have suffered reduced service, and the department has experienced two incipient fires, ten probable toxic chemical releases and continued deterioration of materials, resulting in a damaged learning environment and risks to health and safety.

Staff will be shared by two programs within the same department, biology and geology. Furthermore, although specific job capabilities must differ among the different laboratory technicians within our department, the fact is that all can have some basic knowledge of where equipment and supplies are kept, general departmental laboratory procedures, and common health and safety principles.

Additional Museum Lab Tech Notes 2011

Further problems have continued to result from the failure to fill the vacant museum lab tech position in a timely manner in 2011. Aside from the thefts, deterioration, health and safety issues and lack of service to students already reported in previous reviews, a few examples can be reported from this past year:

1. At least one more near-occurrence of fire, which fortunately resulted only in melted plastic.
2. Deterioration of specimens due to lack of ethanol replenishing
3. Continuing hazardous fumes due to lack of inspection of possible isopropyl alcohol and formalin leaks
4. Lack of updating of inventory as required by state and federal standards
5. Flagrant interruption of service to students.

In this last area, several student comments are worth noting:
"I made a special point of coming in early on Friday to do my assignment, but there was nobody present to unlock the door or turn on the lights. I had to turn around and go home again without getting anything accomplished. For a working student, this was a major inconvenience. I cannot believe that a school can pay so little attention to students."

"The apathy and disorganization on the part of the College of Marin staff in maintaining the museum was less than reassuring, to say the least. Assign a staff position to the museum!"

On the other hand, those students who were fortunate enough to be able to catch the museum open when things were set up were impressed:

"Wow! This week's museum observation definitely captured my interest. It was fascinating to dive into the world of parasites and learn about the many different types and their life cycles and reproductive processes."

**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.*

The new museum will the opportunity for collaborative work in all of the sciences at COM, if properly staffed and maintained. Thus this position will serve not only the disciplines in Life and Earth Sciences, but also the disciplines in Physical Sciences and Engineering. This could double the number of students served.
Access will be enhanced particularly for visually- and tactile- oriented learners, but will improve for all.

The position is essential for complying with health and safety regulations. Until it is filled, the health and safety risks will continue to increase. Up to now, we have relied mainly on luck to avoid major disasters, but relying on luck is not the best safety policy.
Non-Instructional Support Staff

Geology-and-Geography-2011

I. Current Support Staff
II. Request for additional support staff

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<td>Lab Tech</td>
<td>Part-Time</td>
<td>20</td>
<td>200 Students</td>
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GEOLOGY LAB TECH

The Geology and Geography programs traditionally shared one laboratory technician between them. In the 1985 reduction in force and reorganization of the District’s two campuses, this position was lost, and other technicians in the department were supposed to contribute 25% time to the geology and geography programs. However, since no one was hired with geology or geography skills, this never was a satisfactory situation. To help fill the gap, geology/geography faculty have contributed about $1,000 per year to fund student helpers, but this is also not a satisfactory long-term solution.

The lab tech for the geology and geography programs should serve approximately 200 students per year and be responsible for the $1.5 to $1.7 million worth of equipment used in these programs. In addition to maintaining equipment and setting up lab exercises, technical work in geology also involves preparation for the three weekend field trips each fall, and the spring and summer field trips each year. Growth in global positioning system
(GPS) and geographical information system (GIS) technology is also making the lack of a technician more acutely felt.

Health and safety issues include assessing and dealing with chemical and radioactive hazards normally associated with a wide variety of rocks and minerals.

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This technician could also serve geophysics.
Non-Instructional Support Staff

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Math and Science Center Administrative Assistant

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Lab Tech  Full-Time  40  1000  Students

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**MUSEUM LAB TECH**

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