



**Industrial Arts Department
Annual Unit Plan for Academic Year 2014-15
Planning Year 2013
Addendum**

a. **2000 Category.** Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check <u>one</u>): G = General Fund, O = Other	
								G	O
Teaching assistant	INDA DEPT	1	1.1	41.0	12	40	\$59,671.24	G	C6

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

In the past year, Industrial Arts has had a grant funded classified Tutor and a portion of a Teaching Assistant's time to provide the support required for the Industrial Arts department. The classified Tutor is currently funded through the Department of Labor C6 grant and is working 19 hours per week to provide grant tutoring, setup and monitoring for the grant cohorts. In addition, a portion of the Art TA time (average 6-8 hours per week) has been allocated to provide ordering and budgetary support for the C6 and general fund grants. Student workers have also been used over the past few years to cut metal and assist in the preparation and setup time for classes for welding. While this experience is valuable for students in their learning, qualified students are not always available and this is a continual need. The proposal is to combine these functions into one Teaching Assistant that would serve both functions that are currently occurring, but adding the general welding tutoring and support as well. This position is critical to the Industrial Arts area as this position will provide assistant to the faculty in the maintenance of instructional materials, instructional equipment, tutoring support and budgetary compliance. This position will provide tutoring and mentoring to students both in the C6 grant cohorts and the regular cohorts in



order to remediate students that have skills gaps. This aligns with the Strategic Goal #1 "Foster student success through sustained continual quality improvement of instruction and student services" as student will receive direct tutoring and remediation. This will improve skill development and course/program success and completion. This position will also provide support of Strategic Goal #3 "Improve our response to community needs through transfer programs, area workforce development, quality student services and provision of customized educational opportunities." Employers in our service area continue to request the training of students in the trades to fill the gaps in retirements that are occurring and the upcoming tide of retirements that are anticipated in the next five year.

2. Explain why the work of this position cannot be assigned to current staff.

This work is currently split out between student workers, a grant funded classified tutor and a portion of the Art Teaching Assistant. This is ongoing work and the grant funded position cannot continue beyond the terms of a temporary position. In addition the DOL grant is expected to be extended an additional 1-3 years (2015-2016) and the teaching assistant/tutoring work will be ongoing in order to meet the terms of the grant. The Art Teaching Assistant has the ordering and budgetary background to complete the purchasing and budget tracking components of the job, but does not have the welding expertise or the grant experience in order to perform those duties in addition to his duties in the Art Department.

3. Describe the impact on the college if the position is not filled.

One of the major components of this request is the compliance, success and monitoring of a federal Department of Labor grant. Lack in continuing this work could result in the failure of the grant activities including the ongoing tutoring, monitoring and reporting required. Furthermore, the expansion of the welding instructional facilities (expected to open June 2014) and expansion from serving 19 students to 30 students in welding classes will require additional staff to ensure the safety of students. This is a liability to the college. Streamlining this into one position will be more efficient and cost effective.