



GUAM COMMUNITY COLLEGE

Kolehaon Kuumiddat Guåhan

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Schools and Colleges

April 28, 2008

COPY

R. Ray D. Somera, Ph. D.

Vice President for Academic Affairs

TO: Deans

FROM: Academic Vice President

SUBJECT: Request for Justification of Requested Positions

In light of the Management Team's discussion we had on 14 April 2008 relative to the use of the tuition fee increase to support the hiring of faculty and staff for Spring 2009, I have received the following requests from each one of you:

TSS, Dean Michelle Santos

- Faculty (3) Math, Science, and Electronics
- Staff (4) Career Placement, Library, CSI, ITC

TPS, Dean Reilly Ridgell

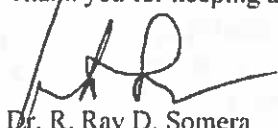
- Faculty (4) English, Electrical/Refrigeration, Medical Assisting, Education/ECE
- Staff (1) Automotive & Construction Trades (to be shared by 2 departments)

I would like to request that you support these recommendations with assessment evidence so that our hiring practices reflect the results of our program review process. What I would like you to do is to examine the SLO/AUO data (5-column report) for each of the respective programs you have selected and find out why, based on such results, we need these positions in those specific areas. Another important source of data would be program-level student achievement data that could be requested from AIE. I am sure you will agree with me that the critical importance of student data in our hiring decisions needs to be paramount.

I am cc'ing a copy of this memo to Dr. Tudela so she can compile the data you need for this specific purpose, if you so request it. Please coordinate with her office in analyzing both SLO/AUO data and achievement data (as applicable) in order for us to meaningfully document the use of our assessment evidence in our hiring decisions.

Please respond with a written memo on or before August 31, 2008. This should give you sufficient time to assemble the assessment evidence that will justify your position requests.

Thank you for keeping assessment alive at the college.


Dr. R. Ray D. Somera
Academic Vice President

Dean TPS



Dean TSS



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NOV 30 2009

TO: Dr. Mary Okada, President

VIA: Dr. R. Ray D. Somera, AVP

PRESIDENT'S OFFICE

Initials: *[Signature]*

FROM: Reilly Ridgell, Dean TPS *RR*

4:02 p.m.

SUBJECT: Requested positions

DATE: November 30, 2009

The following positions have been requested by the various Department Chairs. Justifications are included.

Criminal Justice/Social Science: One post-secondary forensic science instructor who can also teach other CJ classes (Note: at least one such individual may be available). This is justified by our new forensic science courses. Also, former CJ faculty member Jonathan Quan was never replaced, leaving the department short handed. SP10

Automotive: One post-secondary diesel mechanic instructor who can also teach automotive classes. This is justified by our new diesel program that could use a full time instructor to take ownership. If this person could teach automotive courses as well they would help bring the stability of a full time instructor to the post-secondary automotive programs, currently taught by all adjuncts. SP10

Construction Trades: One post-secondary Electricity instructor and one post-secondary HVAC instructor. These are both growth fields with the military buildup. There are also components of both in the CT 100 introductory course. It should be noted that the College has spent a considerable amount of money purchasing very expensive electrical and HVAC equipment. There is a very strong need for full time instructors to organize, make us of, and properly care for and protect this equipment. We don't get that level of ownership with adjunct faculty. SP10

Add to growth budget for FY2011

Allied Health: One full time Nursing Assistant instructor who could also teach some PN classes. This person would re-do the CNA curriculum into short six-week packages. Students would be required to obtain their CNA license as a pre-requisite for entry into the Practical Nursing program. This would guarantee that the CNA classes would fill. This instructor could also teach some PN courses either as part of a full load (if the CNA isn't enough) or as adjunct. (Note: currently, there is one such individual who will be available in January.) SP10

Education: Put the current secondary faculty paid with Perkins onto local funds. (NOTE: grant funds run out in June 2010. Money will be needed in FY 09 for August and September 2010, plus funding for the position in FY2011 and beyond.)

regular request for FY 2011 NOT growth budget

Tourism: Make the part-time chef's assistant a full time position and add one more chef instructor. This is justified by the number of students turned away (about 15 for this current group) and the fact that the classes are still overcrowded (25 per class when it should be 20). Cook's assistant to full time for SP 10, new chef for FA 10

Adult Education: For the administrative assistant, leave the position on grant funding but make it permanent (like Barbara's position now). There is too much disruption with the loss of LTA administrative assistants and the time it takes to find and train new ones. Plus, the LTA status makes it hard to recruit. This change should take effect ASAP to help with the recruiting of the current vacancy.

No Full-time permanent.

These positions for SP 10 can be hired LTA, then we can go through the formal recruitment process at the end of the semester and over the summer.

Summary of requests:

Spring 2010

- ✓ One post secondary CJ/Forensic Science position
- One post secondary Diesel Mechanic/Auto mechanic position
- One post secondary Electricity position
- One post secondary HVAC position
- One post secondary CNA/PN position

Put current secondary education instructor onto local funds (grant ends)

Change current part-time chef's assistant to full time.

Make adult education administrative assistant position permanent but still grant funded

Fall 2010

One post secondary Culinary Arts chef instructor position



GUAM COMMUNITY COLLEGE

Kulehon Kumuntdát Guåhan

STUDENT SERVICES

November 19, 2010^{ms}

MEMORANDUM

To: Mary A. Y. Okada, Ed.D, President

Via: R. Ray D. Somera, Ph.D
Vice President for Academic Affairs

Fr: Michelle Santos, Ed.D.
Dean, Technology & Student Services

Re: Position Needs

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NOV 22 2010

PRESIDENT'S OFFICE
Initials: *MS*

Requesting for new full-time faculty is not just to reduce the number of courses taught by adjunct, but also to contribute to the assessment and growth of the department. Therefore, the following requests are to not only meet the needs of the students, but to also create a strong and accountable department.

The following faculty positions reflect the growing need of our general education courses. It is preferable that we begin recruitment for the positions as soon as possible. It has been difficult to find and hire qualified people for these positions. Not surprisingly, the requests come for math, science, and English. Math is in continuous need for faculty with a master's degree. We had 49 sections of math and we have five full-time math instructors, one of whom is the full-release Department Chair for the combined math/science department. Although we had one position approved last year, interviews were held and the position was offered and declined by the recommended applicant. Please note, the need for that position and a second, still remains.

Science course offering needs continue to grow with the Forensics, nursing and general education. There are currently 14 sections of science offered, that does not include the microbiology, forensics which is currently identified as a CJ course, and possibly chemistry. Although I am working with faculty on the lab as a co-requisite for the course instead of being embedded in the course, (which will be a long process and) right now two classes is a full-load for faculty.

Finally, although English has been lucky enough to gain a position within the last few years, the need for another faculty member still remains. The department is actually requesting for three new members, two for developmental and one for undergraduate. During Fall 2010, the English Department had 26 courses taught by true adjunct within the overall 46 sections offered. Daytime classes are the hardest to fill. There is a critical need to provide the English Department with additional full-time faculty to meet the

demands of a continuing increase in enrollment and maintain the integrity of instruction provided to students. I support the need for at least one additional.

In addition to the faculty positions, I am requesting for two staff positions, one of which I requested for first in Fall 2009. The first staff position is for a library technician II. Several years ago, when the third librarian resigned, his faculty position was converted to math faculty. This created a difficulty in covering the library and has led to a lot of juggling of time, duties, and hours and makes it inconvenient for students if only one staff member is on duty if the second has called in sick. In addition, with the new LRC opening in Fall of 2010 the staff will help cover the library in a space twice their current size. In addition, support for our departments has been an issue. Currently out of the six faculty departments in my school, only the math/science department is without support staff. This issue has come up multiple times in emails from the department chair where he feels the lack of support has led to difficulties in meeting some of the requirements of his role, like providing supplies for instructional courses. As the DC he has had to do the more administrative tasks. Therefore, I am requesting for an Administrative Aide to support the math and science department.

Position	Faculty/Staff	Status	Department	Start Date
Math	Faculty	(already approved)	Math	Spring 2011
Math	Faculty	New	Math	Spring 2011
Science	Faculty	New	Science	Spring 2011
English	Faculty	New	English	Spring 2011
Library Tech	Staff	New	LRC	Fall 2010
Admin Aide	Staff	New	Math/Science	Fall 2010

I hope you are able to support the requests put forward by the School of Technology & Student Services. It is with much thought and support that these positions are being requested.

