Cañada College

Program Review
New Position Request Presentation
TEMPLATE

Position:

Requested by:

This process is for <u>new</u> position requests only

- Each request will be allotted approximately 7 minutes, including Q&A. The exact length of the timeslots will be confirmed when the draft schedule of presentations is sent out to individual presenters.

- You will be invited to present to an all-governance group meeting hosted by PBC on either November 15th or 16th.

- Following your presentation, there may be Q&A and a discussion of the strengths and weaknesses of your proposal. All members of the college community are invited to participate in the discussion.

- The Academic and Classified Senates are the ultimate bodies who review, prioritize and forward new position requests to the President with their recommendations. This happens by mid-December.

Provide information that could address the <u>criteria</u> the administration will consider in its evaluation of each proposal:

- *Federal or State mandates*: Is the position required by the Federal or State government, and/or is it essential to keep the college in compliance with Federal or State laws and regulations?

- *SMCCCD Board goals or strategic initiatives*: Has the Board of Trustees recommended that we create or expand initiatives? For example: Free Community College (SB 893 -eliminate fees, support student basic needs such as; transportation, textbooks & materials, technology, food, healthcare, emergency housing), Focus on Strategies to Increase Student Enrollment, Dual Enrollment, Promise Scholars, and OER-ZTC.

- *Non-Fund 1 matching or supplemental funding availability*: Are there other unrestricted general funds available that could support all or a significant portion of the position?

Provide information that could address the criteria the administration will consider in its evaluation of each proposal:

- ***Support for the 2022-2027 [Educational Master Plan's strategic initiatives](#)***: Does the position further the College's ability to achieve its strategic goals and immediate priorities? For example, [this year's top four priorities](#): create and sustain an inclusive, antiracist, and equity-minded campus culture; Expand Programs and Opportunities (in North Fair Oaks, Belle Haven, East Palo Alto w/emphasis on BIPOC communities); Strengthen K-16 pathways and transfer; Reimagine how we support students' accessing career opportunities

- ***For new and replacement faculty positions***: Do the program's enrollment, course offering(s), and staffing trends (FTEF ratios in particular), in accordance with college strategic planning, justify the addition or replacement of the position?

- ***For new and replacement administrative and classified staff positions***: Do the program or student service area's workload metrics (e.g., the volume of students served), in accordance with college strategic planning, justify the addition or replacement of the position.

New Classified Position

- Where possible, include student services program data over time (5-year trend is preferable) that help explain the need for the position

  - Student Services programs can request data from PRIE

- Include any salient information about funding for this position (is it partially funded from other sources? Could it be? Has it been and does it now need to be institutionalized? What commitments has the college made in the past related to this position?

New Faculty Position

- Where possible, include enrollment or student data over time (5-year trend is preferable) that help explain the need for the position

  - Instructional programs can reference PRIE's [data dashboards](#) or request additional data or research assistance from PRIE

- Include any salient information about funding for this position (is it partially funded from other sources? Could it be? Has it been and does it now need to be institutionalized? What commitments has the college made in the past related to this position?

Please be sure to submit your presentation before your presentation time so it can be posted to the PBC position request website:

Please email it to:

Karen Engel (engelk@smccd.edu) or Linda Bertellotti (bertellottil@smccd.edu)

Thank you!