Accessibility Specialist	
Strengths	**Weaknesses**
- Helps students who need accessibility such as more time, special accommodations, etc. - This is an equity issue; students cannot fully participate/learn if online materials are not accessible - Position is shared across SMCCD - Will work in conjunction with (proposed) web analyst to make sure website is 508 compliant - This position assists students in attaining their goals-Improve accessibility - Since most of what we have online is not currently compliant, sharing these responsibilities between existing staff doesn't seem to be a tenable solution. We need a new dedicated position.	- Shared across SMCCD, how will ACC Specialist allocate time in an even ⅓ split? **Time keeping records would be strictly kept. - I don't think that ⅓ of the time is enough to help. Proposal could use more quantitative data to justify workload. **forthcoming - We've been doing fine without one; have we been sanctioned before? **We're actually behind the 8 ball in terms of this with respect to a number of these issues. It's an issue that must be addressed. - Position should be working with Alt Media in same department for consistency. **Would be in consultation with Alt Media Specialist, but the work would be more in the Instructional Design office.
Questions	**Answers**
1. Why not have a full time position at Canada? 2. Is this position going beyond web accessibility? 3. Why is this not coming from Wellness Center or in collaboration with Wellness Center? 4. Can this be funded by SSSP?	1. There is only need for part time at each of the campuses. 2. Yes; this would be specific to instructional accessibility. Web accessibility would be addressed by a different position a. (Which position would do web accessibility)?)

5. How will we ensure that Cañada gets one-third of the person's time?	3. Because DEAC was asked to present the position. It is a campus need, not specific to the DRC/Wellness Center.
6. In the proposal, we need to be compliant of the law; what are the legal ramifications if we don't comply?	4. VPSS says no SSSP funding.
7. How is this position distinct from the Alt. Media Specialist?	5. The time would be tracked strictly.
8. Where will this person be located since it will be shared with all three campuses?	6. If we don't comply with ADA requirements, we could face student grievances and Office of Civil Rights complaints. Also, we could face lawsuits. :)
9. Would representatives from each college be on hiring committee?	7. Alt Media Specialist only deals with document in class, or textbooks, that need to be converted to accessible format. This is more about general accessibility, universal design, instruction technology, etc.
10. How many students would need this service?	8. this person will have an office on each of the campuses, in the same office as the Instructional Designer and the (proposed) Instructional Technologist.
11. Would this person help to make items compliant?	9. Yes, the hiring committee would be composed of members from all 3 colleges.
12. Is there a minimum amount of hours required by the state?	10. There are at least 150 currently on Cañada's campus who are in need of some sort of assistance in this area; numbers are increasing as DRC staff can evaluate them, which is consistently.
13. Is this person responsible only for instruction or also the college website?	11. Yes
14. Do all three colleges need to approve this position?	12. Unclear at this time.
	13. Right now, only the instructional materials. See #7
	14. Yes, see #9

Puente Office Assistant II

Strengths	Weaknesses
● Our Latin community is large and the services that Puente offers can benefit our current and future students ● BUDGET! This is a huge area that needs help. ● Growing program that needs college's support ● Only 10 hours per week is very inexpensive for all that	● Part-time positions/quality candidates/living wage in Silicon Valley? (Only 10 hours per week for a new position) ● Cohort serves only 30 students directly ● It's part time vs full time. ● Maybe combining with other learning

Puente accomplishes ● We need to create a sense of community and this will help. We won't just say we want to help with student success; we will be providing the steps to make it happen. ● We should not be paying faculty rates for OAII work.	community/cohort/COLT/COLTS/Transfer Center

Questions	**Answers**

1. Can we increase time for faculty and/or counselor (5 hours each)?
2. What are the state requirements on this type of position?
3. How many students will you be serving in 2016-2017?
    a. At what level does mentoring and hands on staffing need to occur for Phase 2 and 3 students?
4. You touched on goals, and what were the duties of this position besides budget?
    a. Would a training with the Budget Office help to navigate spending?
5. Since it's only 10 hours per week, is there a plan to share this position with another department/program? Or, will it be a stand-alone position?
6. Can or will someone review this position to see if more time is needed or can be funded?
7. How much is the budget you usually get and with the events you want to do is this something Vending Commission can cover for you?
8. Are the Welcome Center staff and/or Division Asst or other student support services staff/retention specialist/program services coordinator/ etc supporting this work now? Is this able to be continued?
9. Who will this person report to?
10. Is this a temporary or permanent position?
11. Where will their office be?
12. Can this position be funded by Equity or SSSP?
	1. Faculty are more expensive. It would make the program more costly.
	2. Per the Regents of the University of California contract, clerical assistance of at least 10 hours per week is required.
	3. We will have a total of 50 students (Phase I and Phase III students). The amount of campus-wide activities and field trips that are required are many.
	4. The duties will include the following:
	    a. Puente program first point of contact reception and program enrollment and clerical support
	    b. Exchanges information with college staff and others regarding Puente program services
	    c. Organizes paperwork related to Puente field trips and on-campus group activities
	    d. Assists with implementing Puente program events that are planned by the Puente Co-Coordinators
	    e. Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
	    f. Sets up and tracks budget expenditures and files
	    g. Uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval
	    h. Composes and prepares correspondence, memoranda, report narratives, forms, publicity materials and other

13. Could many of these tasks be a Student Assistant job?	materials from copy or with general instruction i. Uses standard software applications to prepare correspondence and reports, agendas and meeting minutes, and spreadsheets 5. At the moment, it is a stand-alone position. 6. Yes, a review would be great! The Puente State Office recommends at least 10 hours of clerical assistance. 7. The Puente State Office has asked the campus to fund the Puente Program's activities/events with at least $5,000. However, most Puente Programs do not find this amount to be enough. This semester the Vending Commission funded the expenses of the movie marathon (popcorn, drinks), an event that was co-sponsored by Puente and the Spanish Department. We would like Puente to co-sponsor more campus-wide events that invites faculty and students from different disciplines to participate. However, more coordination and budget planning will need to take place, and this is how an office assistant can help us grow. 8. Right now each time Puente has an event we rely on the Welcome Center staff and our counseling division assistant (track budget expenditures and files). Each of these positions already has a lot of responsibilities, so adding Puente on top of their workload is not sustainable.The office assistants at the Welcome Center are supporting multiple programs already. In addition, the big Puente events (orientation, registration, family night) take place during peak times when these office assistants are helping with campus-wide orientations and registration. 9. The administrative leader that this person would report to is the Dean of Counseling. 10. This would be a permanent position. 11. We have not yet secured office space for this person. We are working on this. 12. Equity and SSSP would fund this position temporarily. We plan

to have this program long-term.
13. This office assistant will need to work on Banner and use a Procard. A student assistant is not allowed to have access to these. The clerical skills that this person would need to carry out are what is expected of a level two office assistant, which go beyond what is expected from a student assistant.

- Each year the Puente program brings in a new cohort of 30 students. These 30 students experience Phase I and Phase II when they complete English 847 and Career 137 in the fall semester and English 100 and Career 110 in the spring semester, participate in the mentorship program both semesters, and attend several counseling appointments with their Puente counselor(career professor). When students enter Phase III, they must meet with the same Puente Counselor many times until they transfer to the university. Therefore, the number of students that the Puente Counselor must meet increases every time a cohort of students enters Phase III. The Puente Counselor is also expected to track these students' success and share this data with the Puente State Office. This is how the number of Puente students that the Puente Counselor serves directly increases every year.

Athletic Trainer	
Strengths	**Weaknesses**
- Will cut down on current overtime - Current staff is stretched thin with multiple sports - Bldg 1 demo/construction (more travel time at off-site games) - Increase of students and comp time - Added sport (women's tennis) (more students to help) - Demonstrated need--between compliances and increased	The requirement of having a trainer at off-campus locations during construction will not be a factor once the new building is complete. This would suggest a temporary position could fill the need during the construction phase.

student contact, we need a second person full-time ● Current Athletic Trainer cannot be at two places at one time ● Not meeting best practices standard of 2-2.5 for medium size athletics ● Avoiding liability ● Support student athletes who have high success rates ● Incurring so much personal cost for students is inequitable ● Comp time shows a high need to have another position	
Questions	**Answers**
1. What happens when there are 3 simultaneous sport events? 2. Are you requesting a full time position or part-time? 3. Will hiring this position eliminate all the comp time? 4. What does the state say in regards to the minimum hours that are provided vs what we are providing now? 5. Is there a reason why it is part-time? Based on the size of the program it's recommended to have 2-2.5 persons 6. What is the extent of EMT training on the field for injured students? 7. What are the possible ramifications should we not hire another Trainer? (thinking more compliance than student support) 8. What is the requirement to be CERTiFIED Athletic Trainer? Can an apprentice/trainee/intern also be available for coverage of overlapping games/practices? 9. What ramifications of Building 1 demolition are there on the number of student athletes? Is that number expected to decrease?	1. Based on the current sports we have, there are no opportunities for 3 simultaneous events. Events refer to a hosted game or match with another school. With that said, during conflicts of 2 hosted games/matches, practices for other teams may still be going on. It is not ideal but athletic trainer maintains telephone communication with unmanned fields. 2. Part time. The additional trainer will help with morning treatments, evening and weekend game coverage, and conflicts in simultaneous sport events. 3. Comp time will always be a part of this position. One cannot predict the# of injuries and the rehab required to get athletes healthy and back on field. Moreover, the schedule of the athletic training staff is based on the varying practice and game schedules of each sports team. With several coaches hired as adjunct faculty members, their practice schedules are impacted by the other jobs they may have to hold to support themselves financially. Such a coach may have evening practices that require the athletic trainer to be available. 4. The state has no minimum requirement in terms of hours. There are requirements in terms of what minimum medical coverage should be provided and by a qualified individual, especially when hosting an event. 5. It was a strategic decision in hopes that it would increase our

odds of getting the position approved. Also, the other two campuses in our District also only have part-time assistants. Hiring the part-timer will at least put us on par with our sister schools. As the department increases with possible additions in sport, we hope to revisit a full-time position at a future date.

6. Are you referring to the student-athletes or the general student population? Certified athletic trainers do not have EMT certification or training, but have been trained in various aspects of emergency response. Athletic trainers are also required to be continuously certified at the Healthcare Provider level of CPR, First Aid and AED.

7. Currently, the comp time speaks to the load of one staff member. In order to provide adequate support and manage the workload with one staff members, hours need to be extended to spread out duties, especially those where the staff member has to have one-on-one interaction (injury evaluations, baseline concussion testing). An additional staff member would assist in managing other student-athletes during the one-on-ones. The additional staff would help with hosted event conflicts. Currently we are hiring independent contractors for each conflict. This practice will increase during swing space when 2 teams will be moved off campus.

8. To be a certified ATC, a person must graduate from an accredited undergraduate Athletic Training Education Program, and also pass a national board certification exam through the NATABOC. While not necessarily required, it also is a gold standard to hold a Master's degree as well. The rules surrounding having student/intern athletic trainers or other non-certified individuals state that these individuals must be supervised directly by a certified athletic trainer for liability purposes. Without certification, interns are not allowed to perform certain duties, such as cover a game or perform injury evaluations, and cannot be left to man the training room or

	cover an event by him/herself. So while the intern would assist during game coverage, the certified ATC would still need to be present, thus minimally decreasing the load. Moreover, the supervision of interns would add to the ATC's duties because the interns would need training on how to perform duties (such as taping, injury assessment, etc) that would still need to be done under direct supervision.
	9. We do not anticipate any decrease in the number of student-athletes due to building construction. Coaches will continue to work hard to grow their programs regardless of venue. We will continue to have our outdoor teams on campus. Moreover, with the completion of new facilities, we anticipate increases in the number of sport teams. The addition of pools could lead to water polo and swim teams.

Biology Instructor	
Strengths	**Weaknesses**
● Will help solidify new GE Pathways ● Adjuncts currently teach non-major classes ● Increased demand from students pursuing ADTs Nutrition/Biology/Kinesiology ● Two new online classes ● Demonstrated need--especially with respect to non-majors--and this is tantamount to growing the program, as well as connecting it with established programs. ● No consistent development/tracking SLOs of non-major classes ● FTE can still fund ~3 FT positions ● 91% efficiency 535 load!	● If enrollment is lower, how can you justify an increase in personnel? ● Many departments have only part-time or one full-time faculty - SLOs work should be carried out by the 4 full time faculty members.
Questions	**Answers**
1. Will adjunct faculty be reduced if we hired a full-time	1. Yes, fewer adjunct faculty would be needed. Hopefully one of our

	current adjuncts might apply for the FT position.
Instructor?	
2. If someone is hired how will that affect adjunct faculty?	2. see above
3. If enrollment is lower how can you justify an increase in personnel?	3. Enrollment is down but we still have more than enough enrollment (full sections) to support over three additional full timers (if we could get them).
4. Why don't FT faculty in the department manage SLOs?	4. SLO work is carried by the FT faculty in the courses they teach. However when there are no fulltimers teaching a particular course (like our non-majors bio courses) then it is up to adjunct faculty to do the SLO work. Most PT faculty do SLO work. However, we have observed less reflection, follow-up and long-term planning as a result of SLO analysis in courses taught by a rotating cast of adjunct faculty.
5. What particular sections are funded by STEM?	5. None of our sections are <u>funded</u> by STEM grants. The grants fund support services. The STEM support services can be targeted only at our majors-level courses which comprise only 2 of the 26 total sections we offer.

Digital Communications Coordinator	
Strengths	**Weaknesses**
- Marketing and how we get our name out to community and potential students is crucial and keeps our campus thriving/alive - We need an updated website since it is the number 1 selling tool for the college--it's worldwide! - We need to be competitive - Even if this position is funded we are still understaffed by comparison to our sister colleges. **This appears to be a conservative request.** - Considering it's really hard to get updates done in a timely fashion, due to José's and Megan's busy schedules, this position is warranted--they have demonstrated need. - There is a lot of opportunity for coordination between this	- Looking at the bigger picture, how could this be considered crucial? Keeping students encouraged, engaged and meeting the students needs is needed more than communication about what we offer. - Marketing needs to be more communicative on current marketing events and how efficient they have been. Cody the colt symbol is childish. - The CSM argument doesn't fly, all departments have less staff than CSM. Yes, sister colleges are bigger/serve more students. - Is there enough work for full-time position? - A lot of Facebook posts are just shared from other departments/programs

position and other positions that have been brought forward today.	

Questions	Answers
1. Where will the office be? 2. To justify another position the marketing department needs to describe how they are measuring success in their current marketing efforts. 3. What's the difference between a digital communication coordinator and a visual communication coordinator? 4. Don't we currently have a college communications person? How will this assist our current students in transfer, staying in school, assisting the students with their current needs to stay in school? I think the concept is nice, but now not now. 5. What does Jose Peña do? We have been told he creates the schedule. 6. Wasn't Omni Training provided to departments to maintain their own website? 7. Are the job responsibilities enough for a full-time position? Can this be outsourced so that we don't have to pay benefits? 8. I think priorities need to be looked at first in all areas and whether this is crucial to the college. 9. Will hiring this person mean that individual departments will no longer need to do their own promotion/print requests/social media, or will this just be another headcount and faculty will still need to do their own work? 10. Question 2 not adequately answered - the question wasn't about growth, it was about what metrics marketing is using to gauge the effectiveness of their efforts. 11. Do you have any student assistants helping with the website? If so, how many hours and what are his/her duties?	1. The office will be located w/ Outreach in B22. 2. Please refer to our PowerPoint. Our growth is documented in the presentation...we ran out of time. 3. Visual communications coordinator prime objectives is print, branding, and instructional material. Digital Communications Coordinator is a hybrid position between Web Content Coordinator and Web Developer/Analyst. Both represent our brand across different mediums.Please refer to job descriptions. 4. We do not have a person dedicated to web communications. To remain competitive, we need a person dedicated, full-time, to maintaining the college website.The time is ACTUALLY very pertinent now since there are 508 accessibility issues (WACG 2.0 AA) all over our college website. VCC job description does not encompass this. 5. Jose Pena develops curriculum and class scheduling… which is different than an actual "schedule book" VCC develops entire book (with narratives and Class List FROM Jose Pena) and lays out content.Jose Pena is part of Instruction and has nothing to do with Marketing and Web. 6. Yes. Some employees prefer to update their own sites. Some prefer to have the Marketing Dept update their sites. Either option is available, it's just a preference. Marketing is here to support in training or updating per request. 7. It's absolutely enough for a full-time position. Updating the web is a full-time job and requires daily maintenance. This position can also serve as a graphics backup for when Jose is in schedule/catalog production. Additionally, for privacy and security issues, we need a full-time employee to access the web; it cannot be outsourced. This position needs to be

12. Are you saying just because the other colleges have it we should too even if we have greater needs elsewhere?	"pro-active", because we will be back at square-one once the "contractor" is off the job.
	8. This is very crucial. All the other colleges have a dedicated web TEAM. With that said, it takes them 1 year + to develop a "mobile-friendly website". We are asking for a full time person to not only be "pro-active" with the web, but also keep in mind accessibility issues… since our website is littered with them. MAJOR PROBLEM LEGALWISE.
	9. Individual departments are more than welcome to maintain their respective social media accounts. The Marketing Dept can also help share their posts, news, etc. This position will free up Jose G, to create more print/promotion requests in a timely manner.
	10. One of the ways to measure metrics is through Google Analytics…..web metrics. This position will help share these stats college-wide as well as work with individual departments to boost their metrics. Another use of measurement is enrollment. The College is in a better position, enrollment-wise, compared to other CC's in the state; this can be attributed to our Marketing efforts. Our efforts will increase with the addition of a Digital Communications Coordinator.
	11. Yes… 5 hours a week. Needs to be STAFF in order to open up all sites and re-design website.. Privacy issue.
	12. YES. Our website is our #1 promotional tool, filled with timely and updated information. The digital era is not slowing down. A lot of faculty/staff feedback is about a mobile friendly website. This should be one of our greatest needs since our students are our top priority and access through mobile is key for the community we serve.

Instructional Technologist	
Strengths	**Weaknesses**
● Need support for faculty during summer and intersession	● So much of this position is focused on the transition to Canvas

when faculty work on course-development. This supports the need for this position to be classified rather than faculty. ● Changing to Canvas, would be helpful to have seamless transition/support ● Consistency in staff can keep up with consistent change in technology ● No one else on campus is available as a "go to" person/expert on technology in the classroom	which will happen only once. 　　○ This position will be needed well beyond the initial transition; there are constant faculty and student questions. Also the updates require preparations. ● Proposal is weak on quantitative data justifying the workload.
Questions	**Answers**
1. How does this impact poor student performance in online classes? 2. Once the transition to Canvas is complete, will there still be sufficient workload to justify a permanent FT position? Could we just hire a short-term position during the transition to Canvas period? 3. Would this position be able to provide technical support for faculty and staff to use TracDat and SPOL? 4. If goal is to expand online offerings, what about also match it with student support services? Will this person also provide student support services? 5. Great position, but how do we justify bringing this person on board to support new technology and further our online courses, if we have no "Accessibility Officer" or a dedicated Web Developer/Analyst? 6. Who does this position report to? 7. How will this person be shared with other departments vs the way it is set up now? What guarantee do we have? 8. Could this position's functions include responsibilities for accessibility? 9. How many hours a week are spent on these responsibilities now? 10. Is this a replacement for Jane Rice's position?	1. If faculty are properly trained, and questions are answered quickly, then student performance can, and will, improve. 2. Yes: There are consistently questions that the Instructional Designer can't answer quickly, due to other demands. 3. Yes, potentially 4. The position is mostly for fac/staff/admin, but can support student questions as needed. 5. We are asking for both positions, and the need is there for both. 6. Position is part of the Office of Instruction, and will work in partnership with the Instructional Designer. 7. The position is just like the Instructional Designer, where faculty (etc.) directly request time for support. 8. No: this is only tech support for faculty (etc.); does not address accessibility. that position truly is dedicated to that realm, and must be shared across the district. Instructional Technologist will reside solely at Cañada. 9. Currently, the Instructional Designer spends about 40-50% of her time on support questions. As the Instructional Designer is being tasked to do more, she has less time to offer support. 10. No: Jane was only Instructional Design; that's what Sarah is doing now.