



NEW FACULTY POSITION PROPOSAL

Click in the shaded fields and start typing your response.

DISCIPLINE: COUNSELOR, COLLEGE FOR WORKING ADULTS (CWA)

A. How does the proposed position align with specific objectives within the college's strategic plans and initiatives? <http://www.canadacollege.edu/plans/index.php>

This proposal requests a full time tenure-track counselor position, with 100% of time allocated to students in the College for Working Adults program. The proposed position specifically fulfills four of the Cañada College Educational Master Plan (EMP) Objectives. We will be highlighting three for this proposal.

Completion Objective 2.4: Improve entry by identifying clear student pathways for basic skills, career/technical, general transfer, specific majors, and courses/programs.

- * creates comprehensive educational plans for each student during first counseling session
- * conducts proactive registration
- * provides individual transfer opportunities and requirements

Completion Objective 2.6: Improve progress through increased intentional counseling and other services to guide students to completion of their goals.

- * orientation session for new students - review details of the program, educational goals and referral services
- * students are required to meet with the CWA counselor at least once per semester to stay on track
- * counselor engages directly with faculty and staff to monitor academic progress
- * proactively contacts students who require assistance with tutoring support
- * provide case management and continuity for every student from first semester to graduation (3 yr prog)

Completion Objective 2.9: Improve completion by streamlining and removing bureaucratic barriers to receiving degrees and certificates.

- * reviews prior transcripts for preliminary transfer credit to avoid course repeats
- * prepares and submits course registration every semester
- * referrals to other college support programs i.e. Promise Program, SparkPoint, Disability Resource Center
- * proactively schedule counseling appointments, tutoring appointments, assessment testing appointments
- * prepare/assist with all student A&R and counseling forms
- * tracks student progress to graduation to make sure petitions are submitted on a timely basis

The Cañada College Equity Plan identifies the CWA program as “the key initiative that Cañada has identified to support target students to success in completing degrees and certification.” The CWA is also identified in the Equity Plan as an intervention supporting equity goals to increase enrollment, increase average Math and English placement levels, and increase transfer rates for target student populations. The counselor is an integral part of the CWA faculty/staff team implementing these goals.

B. How does the proposed position address the program's strategic action plans and long-term goals? Please refer to specific elements of the most recent program review.

The CWA is an evening and weekend degree program designed to improve access, retention, degree completion, and transfer for adult re-entry students. This proposed position supports the objective of "increasing retention for all students," as identified in the 2016-2017 CWA program review. As a goal detailed in the 2016-17 Program Review, we have been able to increase our counseling hours from 18hrs per week to 30 hours per week (full-time) allowing our CWA counselor time to review and update each student education plan once per semester. Because of these increased counseling hours, we were also able to mandate that each student meet with our counselor at least once per semester. However, the goal to provide “consistent counseling support” will only be met when CWA is able to hire a tenure-track counselor.

Cañada has provided designated CWA counseling since 2011, initially through a part-time position and more recently through a full time, non-tenure-track position. Because the position lacks permanency, six different counselors have held the position in the past seven years. It is essential that the college provide ongoing support for CWA by institutionalizing the program. In doing so, relationship building with students and faculty/staff will bring continuity and stability to the entire program. CWA students face unique obstacles to accessing campus services, including counseling. Our disproportionately impacted students will be better served if they have the opportunity to develop a stable counselor relationship in a more stable program.

C. How does the proposed position support program vitality and viability?

1. How far is the program from achieving the legislative goal of having 75% of instructional hours taught by full-time faculty?
 - a. %CRNs that are taught by FT faculty: previous semester current semester not applicable

2. If this proposal is not funded, will there remain a minimum of one existing full-time faculty in the discipline? Yes No

D. What is the evidence of student demand to justify the proposed position?

1. Number (headcount) of full-time faculty in the discipline: N/A current semester
2. Total FTE of course offerings: previous semester current semester not applicable
3. Percent of "Total FTE of course offerings" comprised by FT faculty: previous semester current semester not applicable
4. Average departmental Fill Rate: previous semester current semester not applicable
5. Enrollment history – qualitatively and quantitatively describe student demand/course enrollments within this discipline, especially for those courses that will be assigned to the proposed faculty member.

A Class offerings and degrees

* four degrees offered

* 27 sections of cohort-restricted courses as part of CWA’s cohort-based learning community

B Student enrollment for three semesters (Fall 2018, Spring 2017, Fall 2018)

	Fall 17-Fall 18 Totals	Avg. per semester
CWA New students	210	70
CWA students registered	817	272.3
Number of hours/units registered	5,486	1,828.7
FTE students	457.2	152.4

C Counseling sessions per semester - Spring 2016 through Fall 2018

Fall 2018 (to date)	88	Spring 2017	357
Summer 2018	113	Fall 2016	371
Spring 2018	286	Summer 2016	178
Fall 2017	318	Spring 2016	330
Summer 2017	116	TOTAL	2157

D. Graduated students and degrees awarded academic years 2016, 2017, 2018

	Total	Average per Year
Graduates	96	32
Degrees awarded (Students awarded multiple degrees)	146	49