

POSITION REQUESTED:

New
 Replacement: [list person(s) being replaced]

DIVISION: _____

DIVISION CHAIR: _____

YEAR DIVISION LAST HIRED A FULL-TIME FACULTY POSITION: _____

GENERAL INFORMATION REGARDING POSITION REQUEST:

1. Which of the following areas of need will be addressed by this position? (check all that apply)
 - Transfer to 4-year colleges and universities
 - General Education
 - Basic Skills Instruction
 - Vocational instruction
 - Instructional Support Services
 - Student Support Services

2. Is this position addressed in the college's Educational Master Plan and/or the most recent Program Review for the area?
 - Yes (please cite below)
 - No (please explain why below)

Listed on Page 23 & 24 on the Non-Instructional Programs Form for the Counseling and Advising [Program Review Spring 2021](#).

"Hire an adjunct Articulation Officer who will coordinate articulation functions between Porterville College and CSU, UC, Private Four-Year Institutions and other California Community Colleges. Coordination of activities related to curriculum and curriculum development within the district, assure compliance with all federal, state, and local regulations that govern inter-segmental articulation of curriculum for transfer purposes."

3. Identify any resources the hiring of this position will require. Do not include salary and benefits, but please list things such as a computer, office space, equipment, and other related resources the new faculty member would require.

This new position will require a computer, office space, equipment and professional development training by the state chancellor's office.

4. List any classes likely to be taught by this individual. If the position is primarily non-teaching, please describe the person's assignment.

This position will be non-instructional and will primarily be in direct contact with students and other faculty via committees such as the curriculum, tech review and general education committees.

PROGRAM REVIEW DATA-BASED JUSTIFICATION:

Provide the following data measures for the past 5 academic years in classes/subjects to be taught by the faculty (as applicable). Program review data can be obtained by subject from the Institutional Research web page below (include with supplemental materials any additional data or relevant past program review content). Faculty needing assistance with collecting relevant data are encourage to contact our Institutional Research Director, Michael Carley.

<https://www.kccd.edu/institutional-research/program-review-data>

		2017-18	2018-19	2019-20	2020-21	2021-22
Enrollment at Census		5,476	5,772	6,167	5,507	5,164
Average number of students per section						
First Day Waitlist						
FTEF	TOTAL					
	Full-Time					
	Overload					
	Adjunct					
	Summer					
FTES						
Degrees & Certificates		725	1,002	1,005	949	933

Total Enrollment (unique student headcount) at PC Census:

Source: <https://ir.kccd.edu/data-directory/historical-unduplicated-headcount-dashboard/index.html>

PC Degrees & Certificates awarded: Includes a few JSCs and Non-credit/ESL awards

Source: <https://ir.kccd.edu/data-directory/historical-program-award-dashboard/index.html>

OTHER JUSTIFICATION:

Provide here qualitative/narrative information that supports hiring this full-time position:

We currently have 7 full-time general counselors of which two are COF, and all have either other roles and/or specific student populations they all focus on as part of their responsibility.

Full-Time General Counselors:

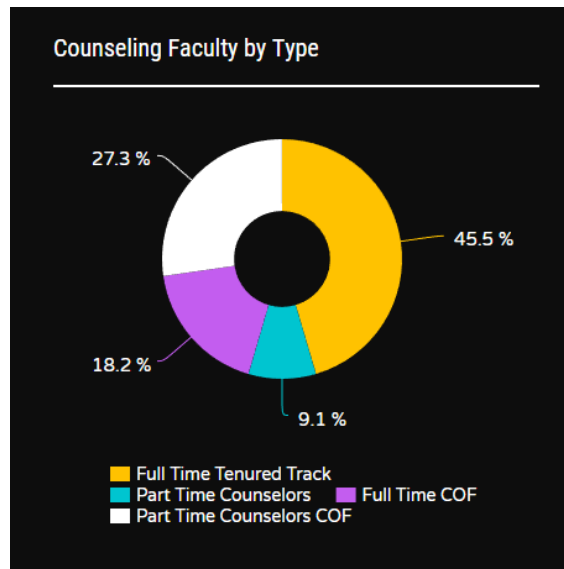
- 1) General/Focuses on Teacher Education/Guided Pathways (PURPLE)
- 2) General/Transfer Resource Center/currently also Division Chair
- 3) General/Early Alert/Probation & Disqualification/Puente
- 4) General/Veteran Resource Center/American Indian & Alaskan Native/Umoja/ Guided Pathways (BLUE)

- 5) General/Dual & Concurrent Enrollment/Articulation (temp)/Guided Pathways (ORANGE)
- 6) General/AB 705 Multiple Measures/Placement/Guided Pathways (GREEN)
- 7) General Counselor/Wellness/BIT

We have 3 Part-Time Adjunct Counselors (25 hours a week) that have specific roles including liaison to the local high schools in our service area.

Part-Time General Counselors:

- 1) General
- 2) General/Promise/Title V
- 3) General/Adult Education/ESL/Athletes/Ask a Counselor
- 4) General



Access Programs have a total of four Full-Time Counselors and three Part-Time Counselors with various roles and/or specific populations.

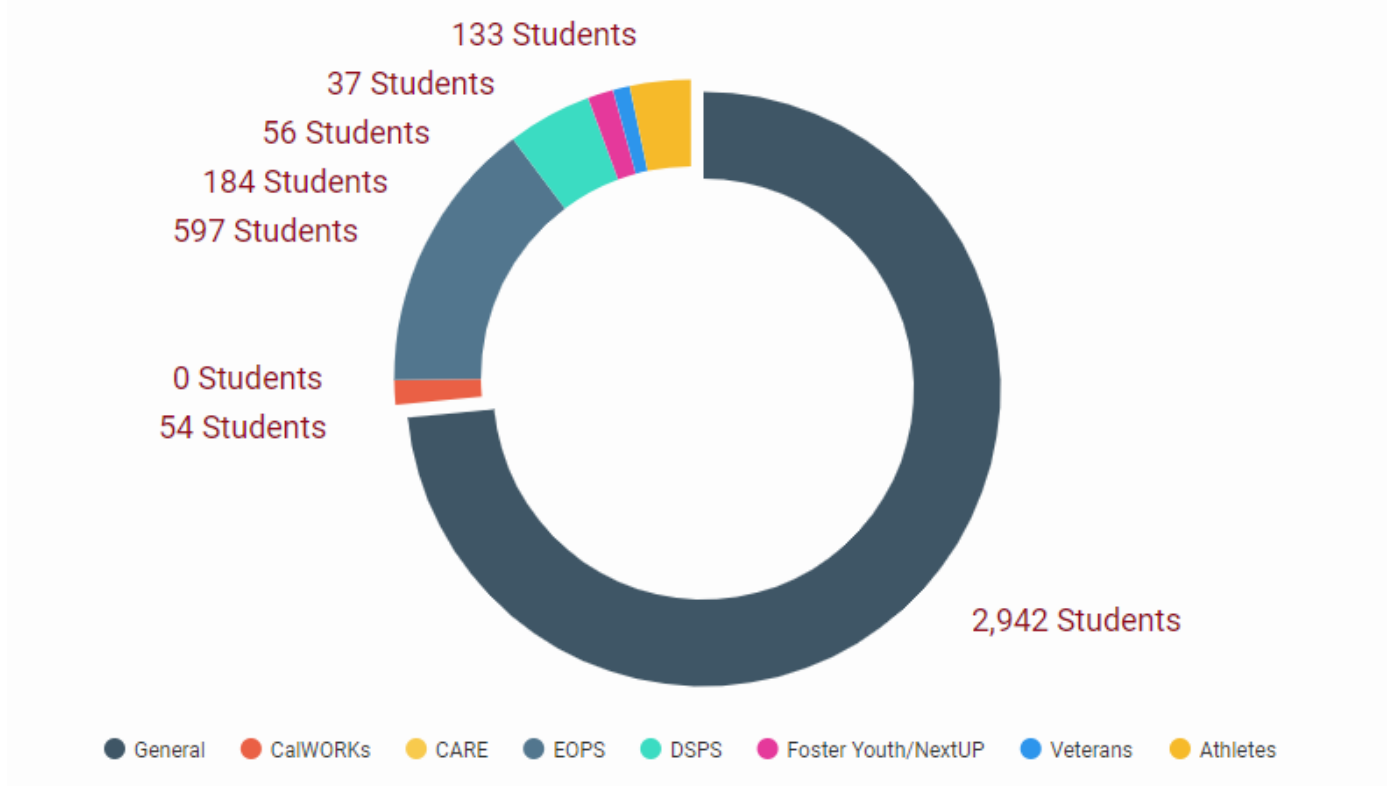
Full-Time Access Program Counselors:

- 1) EOPS
- 2) EOPS/CARE/CalWORKS
- 3) EOPS/CalWORKS
- 4) DSPS

Part-Time Access Program Counselors:

- 1) EOPS/CARE/CalWORKS/Foster Youth/NextUP
- 2) EOPS/CARE/CalWORKS/UndocuLiason & Immigration Legal Services
- 3) EOPS/CARE/CalWORKS/DSPS

The current number of PC enrolled students for Fall 2022 with none of the following program tags (EOPS, CARE, CalWORKs, Foster Youth, DRC, Veterans, Athletes) listed is **2,942** out of our **3,863**.



It is imperative to have full-time counselor positions dedicated to general student populations. We do not have enough general counselors available to share a workload with articulation. Although our number of students decreased during the pandemic, the needs of our students have increased and more follow up appointments are necessary. The need for more student contact will also increase for a case management model for Guided Pathways which is listed to begin Fall 2023.

We have (3) Full-Time General Advisors who focus on specific student populations.

- 1) General/Early Alert/Teacher Education/American Indian & Alaskan Native
- 2) General/Adult Education & ESL
- 3) General/Transfer Resource Center

In the Counseling and Advising Program Review the student services department requested two positions for an Articulation Officer and a Health and Wellness counselor. The Student Services department was able to employ a part-time articulation officer for an academic year but lost him to a full-time position at another California Community College. We initiated a search for a replacement Articulation Officer. The result was two failed attempts as each qualified candidate who received an offer from Porterville College accepted full-time positions at the institutions with whom they were currently employed. The Student Services Division believes that a Full-Time position will be imperative in order to meet the demands of state and college regulations. A Part-Time position is not sufficient to keep up with the demands that are required to meet submission deadlines and attend necessary curriculum and tech review committees. The [Academic Senate of California Community Colleges](#) recommends having an Articulation Officer, articulation counselors, and transfer centers in their Effective and Equitable Transfer Practices in the California Community Colleges. We are also required to submit an annual Articulation Officer report that includes all curriculum changes and agreements. The Articulation Officer coordinates the process of faculty review that leads to the articulation of courses between Porterville College and the California State University, University of California, and Private Institution systems e.g. (General education, course-to-course articulation between CCCs, major preparation, elective transferability). **This position requires and enormous amount of time**

to reach out to every CSU, UC, and Private University to reach articulation agreements for all our courses and programs.

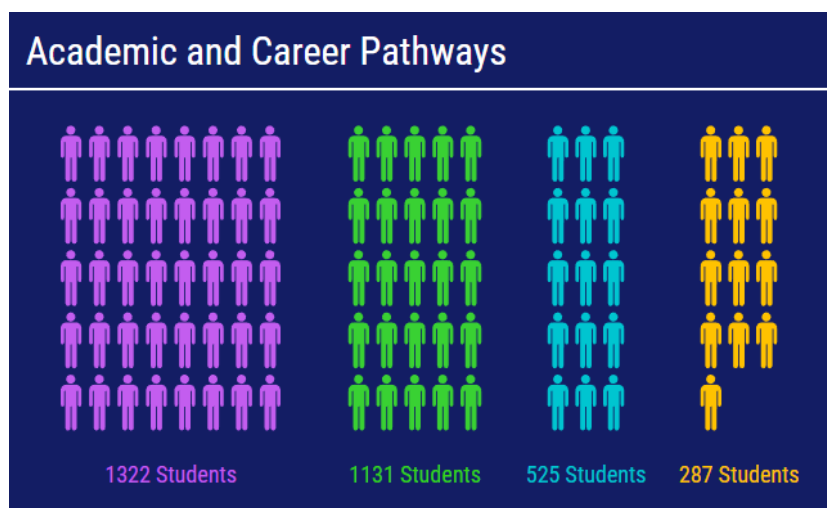
The State Chancellor’s Office is pushing for ease of transfer for all community college students and making it a source of funding via our new funding formula. The following initiatives must guide our decisions:

- AB928
 - [Text](#)
 - [Timeline](#)
- [AB1111](#)
- [AB1786](#)
- [SB1071](#)
- Education Code Sections 88920-88922 – Guided Pathways

One full time counselor at Porterville College has agreed to assist with articulation temporarily until we hire a qualified Articulation Officer. In order to do this, the number of student contact hours for this counselor will decrease to accommodate the number of hours that would be needed to devote to upcoming reports and articulation submissions. Therefore, increasing the student-to-counselor ratio for the other general counselors in our department. **During COVID we were fortunate to have assistance via the Higher Education Emergency Relief Fund and were able to hire 3 part-time and 2 full-time contingent-on-funding counseling positions. The stimulus bill is slated to end September 30, 2023.**

With this new position a portion of their workload will be to assist in general counseling to meet with students in completing the onboarding process, all matriculation components within their first semester, and moving to a case management model for students within their pathway by Fall 2023.

As mentioned above, two of the seven full-time counselors that are currently employed are COF and once the funding for those positions end, we will be down to five full-time counselors, one of which is division chair, for four pathways. Five counselors will be insufficient in meeting the demands of the estimated caseloads for each pathway. See last year's approximate count provided by the Guided Pathways Team below. The Academic Senate for California Community Colleges worked with the Chancellor’s Office and recommended to change Title 5 to define the minimum number of counseling faculty required based on the recommended counselor-to-student ratio (1:370) cited in the Academic Senate adopted paper [Consultation Council Task Force on Counseling](#).





College Name

- Bakersfield College
 Cerro Coso Community College
 Porterville College

Student Headcount, Unduplicated

	2017-18		2018-19		2019-20		2020-21		2021-22	
	N	% Diff	N	% Diff	N	% Diff	N	% Diff	N	% Diff
First-time student	1,131		1,167	3.18%	1,178	0.94%	752	-36.16%	917	21.94%

Assessment

	N % of Total		N % of Total		N % of Total		N % of Total		N % of Total	
Completed	1,065	94%	1,077	92%	1,016	86%	714	95%	860	94%
Exempt			1	0%						
Not Completed	66	6%	89	8%	162	14%	38	5%	57	6%

Orientation

Completed	987	87%	1,016	87%	875	74%	568	76%	525	57%
Exempt			1	0%						
Not Completed	144	13%	150	13%	303	26%	184	24%	392	43%

Counseling

Completed	1,039	92%	1,101	94%	1,128	96%	714	95%	744	81%
Not Completed	92	8%	66	6%	50	4%	38	5%	173	19%

Ed Plan

Abbreviated	335.0	30%	251.0	22%	121.0	10%	85.0	11%	81.0	9%
Both (Abbrev. and Comp.)	293.0	26%	407.0	35%	450.0	38%	219.0	29%	182.0	20%
Comprehensive	166.0	15%	195.0	17%	338.0	29%	294.0	39%	327.0	36%
Follow up Ed Plan	1.0	0%								
No Ed Plan	260.0	23%	260.0	22%	180.0	15%	139.0	18%	294.0	32%
Non Credit Ed Plan	76.0	7%	54.0	5%	89.0	8%	15.0	2%	33.0	4%

Fully Matriculated

Fully Matriculated	787.0	70%	831.0	71%	755.0	64%	477.0	63%	436.0	48%
Not Fully Matriculated	344.0	30%	336.0	29%	423.0	36%	275.0	37%	481.0	52%

Follow-up

Completed	1,042	92%	1,086	93%	1,079	92%	687	91%	736	80%
Not Completed	89	8%	81	7%	99	8%	65	9%	181	20%

The Student Services Division appreciates your time and consideration.