SAN DIEGO MESACOLLEGE

CLASSIFIED POSITION REQUESTS

Submitting requests as part of the Program Review process

Presented by Classified Hiring Priorities (CHP) Committee

November 16, 2018

TODAY'S AGENDA

❑ Process Overview

❑ Points to Consider

❑ Accessing Request in Taskstream & Portal

❑ Completing the Request Form in Portal

❑ Scoring Rubric

❑ Q & A

PROCESS OVERVIEW

1. The department identifies the need for classified staff as part of the Program Review process. (through 12/10/18)

2. Writer completes the Classified Position Request Form through Portal. (through 12/10/18)

3. CHP reviews/scores the requests based on the scoring rubric and develops a prioritized list of request. (February through April)

4. CHP presents the prioritized list to Classified Senate to ensure the process is followed and the Senate is informed. (April)

5. CHP forwards the prioritized list to Planning and Institutional Effectiveness (PIE) for review. (April)

6. The prioritized list is presented at the President's Cabinet for review and approval. (April)

POINTS TO CONSIDER

- ❑ Only one position request per form.

- ❑ This process cannot be used for position reclassification.

- ❑ This process can be used to increase positions.
  (e.g.; .50 FTE to 1.0 FTE or a 10 month to a 12 month.)

- ❑ Positions that are approved and funded on campus must follow the District approval process.

- ❑ Administration may also fill vacated positions as necessary.

- ❑ Shared position requests are first reviewed/scored individually and then combined for a final average.

- ❑ Utilize the scoring rubric to help guide the depth of information that you will provide in your responses.

WHERE TO FIND THE FORM

1. **Access to Taskstream**

❑ From Program Review Page
❑ Direct link: Taskstream
https://login.taskstream.com/signon/

2. **Click on "*Administrative Services Program Review 2018/19 (Comprehensive)*"**

Administrative Services Assessment & Action Plan

Administrative Services Program Review 2016/17 UPDATE

Administrative Services Program Review 2017/18 UPDATE

➡ Administrative Services Program Review 2018/19 (Comprehensive)

3. **On the left-hand side menu bar, click on *"Classified Staff Request"***

▬ Request Forms

✎ BARC & Facilities Requests

➡ ✎ Classified Position Request

✎ Faculty Position Request

4. **Click *"Classified Position Request Form"* under Web Links**

Scoring Rubric

File Attachments:

1. 2018-2019 Classified Hiring Priorities Committee Rubric.pdf

Web Links:

1. Classified Position Request Form

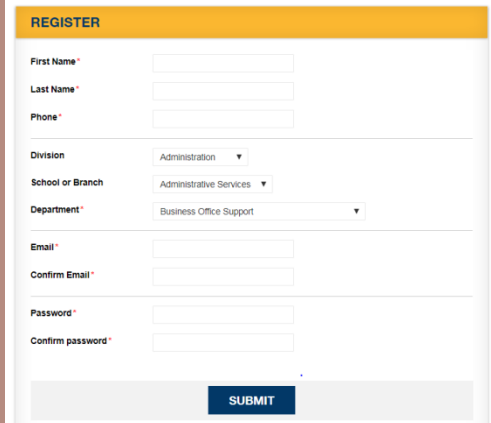2. SDCCD Classification Descriptions

Notes:

❑ Above links are outside of Taskstream.
❑ Review scoring rubric to help guide the depth of information that you will provide in your responses.

HOW TO ACCESS TO PORTAL

5. Register to create login to access to the Portal

6. Login to the Portal

7. Click "CHP" under Enter request

8. Enter CHP Request

Program Name
Please select your program name

Accelerated College Programs (MATH ACP) ▼

Classified Position Title
Please enter the official title of the requested position

CTE
Is your Program classified as Career Technical Education (CTE)?

◯ Yes
◯ No

❑ Select your program name from pull-down menu

❑ Official Classified Position is available at:
http://hr.sdccd.edu/classification/offtech.cfm

❑ If the position that you want does not currently exist in the classification descriptions, choose position that most closely relates to what you are looking for.

9. Answer Question 1 (15 points)

1) Describe in detail the current substantiated need for this position. Need is based on current capacity/productivity and increasing demands/growth.

Examples of types of data to include:

Example of Data

Staffing:
Number of contract positions and classifications
Number NANCE hours and budget
Workstudy hours
Volunteer hours

Instructional:
Number of courses
Number of sections
Number of students enrolled
Number of hours faculty spend on classified related tasks

Student Services:
Student contact hours
Program enrollment
Number of activities (workshops, tours, events, etc.)

Administrative Services:
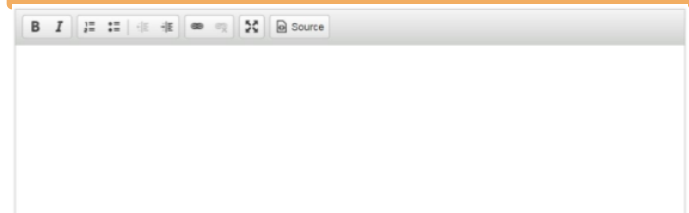Number of transactions
Number of service calls
Number of employees served

❑ Use of data in response **(5 points)**
  ⇒ Articulate why the position is needed and relate it to data

❑ Current capacity (volume: how much) & Productivity (speed: how fast) **(5 points)**

❑ Demands / Growth **(5 points)**

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❑ 5,000 character limit (650 words)   5000

10.   Answer Question 2 (5 points)

2) If this requested position existed in the department / program, how would this impact the department, program, and/or college outcomes (SLOs), goals, mission, and strategic direction.

❑ Impact on Outcomes **(5 points)**

❑ References:

Mission/Vision/Values: **http://bit.ly/SDMESA_MISSION**

Strategic Directions and Goals: **http://bit.ly/SDMESA_SDG**

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body

1500

❑ 1,500 character limit (200 words)

11. Answer Question 3

3) Does this program have the following legal requirements? The legal requirement must be documented with a link. Note this section is not part of the rated criteria.

Please provide the following, if applicable:

• Health and Safety: Link to external verification, internal policy or compliance/law
• Accreditation and Licensure: Link to external documentation for specialized accreditation or licensure requirement.

❑ This question is not part of scoring

❑ Answer Yes or No

❑ If Yes, explain and provide a link

SCORING

- ❑ Answer in full detail.

- ❑ Review Criteria and Scoring Rubric for guidance on levels of response.

Response Level	Example
Highest Level **(5 points)**	Specific rationale are articulated and clearly linked details are supported by data.
Mid –Level **(3 points)**	Data provided but not analyzed and/or not linked to rationale.
Minimum Level **(1 point)**	Passionately written but does not provide rationale or data.
Not Addressed **(0 points)**	No response or only refers to "see program review".

RUBRIC

Program Review
Classified Hiring Priorities Committee
Scoring Rubric

Question #	CRITERIA	HIGHEST LEVEL – 5 POINTS	MID-LEVEL – 3 POINTS	MINIMUM LEVEL – 1 POINT	NOT ADDRESSED – 0 POINTS
1	Use of data in response	The response has relevant data that is integrated in a meaningful manner that supports the substantiated need.	The response has some data in support of the substantiated need.	The response has very little data and / or is not connected to the substantiated need.	The response does not include any data.
	Current: Capacity (volume–how much) Productivity (speed–how fast)	The response clearly defines current productivity / capacity issues and addresses current methods that attempt to meet the substantiated need.	The response somewhat defines current productivity / capacity issues and addresses current methods that attempt to meet the substantiated need. Response may be missing some key information.	Response is not clear, or no explanation of information is provided to understand capacity / productivity issues and current methods that attempt to meet substantiated needs. Response is missing key information.	The response does not address the question.
	Increasing Demands / Growth	The response clearly defines how the requested position will affect the department / program's increasing demands / growth. The response also identifies the impacts if the position is not provided.	The response somewhat defines how the requested position will affect the department / program's increasing demands / growth. The response somewhat identifies the impacts if the position is not provided.	The response is not clear and is lacking sufficient information to determine the department / program's increased demands / growth. The response does not identify the impacts if the position is not provided.	The response does not address the question.
2	Impact on Outcomes	The response clearly links the position request any of the following department, program, and/or College: • Outcomes (SLOs) • Goals • Mission • Strategic Direction	The response somewhat links the position request any of the following department, program, and/or College: • Outcomes (SLOs) • Goals • Mission • Strategic Direction The response does not include enough details.	The response does not link the position request to any of the following department, program, and/or College: • Outcomes (SLOs) • Goals • Mission • Strategic Direction The response does not provide details.	The response does not address the question.

THANK YOU & QUESTIONS

❑ **CHP Website:** **http://bit.ly/SDMESA_CHP**

❑ **Classified Hiring Priority Committee**

Claudia Estrada-Howell	Marco Chavez
Ellen Engels	Monica Romero
Ikuko McAnally	Olivia Picolla
Jeannette Leon	Vanndaro Chhum
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❑ **Contact the Co-Chairs with Questions**

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