

# Victor Valley Community College District

## Victor Valley College

---

### Educational Master Plan 1998-2005+

---

## Chapter 6: Overall Personnel Requirements

### 1. Personnel And Staff Development Requested And Required

#### 1.1 Personnel And Staff Development Requested And Required By School/Department

#### ADMINISTRATION OF JUSTICE

---

##### Short Term (1998-2000):

*Personnel Requested/Required* • Add faculty as needed for growth in each area.

##### Long Term (2001-2005+):

*Personnel Requested/Required* • Increase staff as needed for Law Enforcement Training Academy; Correction's Training; and Criminal Justice Studies in the classroom and on the Internet.

#### ADULT CONTINUING EDUCATION (NON-CREDIT PROGRAM)

---

##### Short Term (1998-2000):

*Personnel Requested/Required* • Add staff as program growth demands.

##### Long Term (2001-2005+):

*Personnel Requested/Required* • Add staff to meet new course goals 2001-5.

#### ALLIED HEALTH

#### Allied Health, CPR, EMT, Medical Assistant, Nursing Assistant/Home Health Aide, Paramedic

---

##### Short Term (1998-2000):

*Personnel Requested/Required* • Hire faculty as needed to run the program.

##### Long Term (2001-2005+):

*Personnel Requested/Required* • Same as short term only extended.

## **ALLIED HEALTH Athletic Training**

---

### **Short Term (1998-2000):**

*Personnel Requested/Required* • None identified.

### **Long Term (2001-2005+):**

*Personnel Requested/Required* • None identified.

## **ART AND DESIGN/PHOTOGRAPHY**

---

### **Short Term (1998-2000):**

*Personnel Requested/Required* • Multimedia instructors as needed in the areas of digital imaging, graphic design, animation, video production, web design and instructional design.

- A staff/instructor position will be needed to oversee the new computer and remodeled photography labs. This person will also oversee student workers.
- A full-time instructor will be needed to oversee the 3-D art program as well as run the facilities required for those courses.

### **Long Term (2001-2005+):**

*Personnel Requested/Required* • A museum director will have to be hired to plan and run this new museum. This new director could also teach classes in the Department of Art and Design.

## **ATHLETICS**

---

### **Short Term (1998-2000):**

*Personnel Requested/Required* • Full-time counselor.

- Full-time baseball coach.
- Equipment person.
- Full-time football assistant.
- (1) full-time head coach for women's sports.

### **Long Term (2001-2005+):**

*Personnel Requested/Required* • (4) full-time head coaches for all sports.

## **AUTOMOTIVE**

---

### **Short Term (1998-2000):**

*Personnel Requested/Required* • Adjunct autobody instructor as needed for growth.

- Machine shop adjunct instructor as needed.

### **Long Term (2001-2005+):**

*Personnel Requested/Required* • Additional adjunct instructor as needed for paint module of autobody course.

---



---

## BASIC SKILLS

---

**Short Term (1998-2000):**

- Personnel Requested/Required*
- Full-time math instructor as needed for program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required*
- Staff growth to develop diverse teaching methods.

---



---

## BUSINESS ADMINISTRATION

---

**Short Term (1998-2000):**

- Personnel Requested/Required*
- Full-time faculty members as needed for program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required*
- Full-time faculty members as needed for program growth.
  - Full-time Lab Technician for maintenance of the computer lab. This may be shared with other departments.

---



---

## BUSINESS EDUCATION TECHNOLOGY

---

**Short Term (1998-2000):**

- Personnel Requested/Required*
- Additional full-time instructor.

**Long Term (2001-2005+):**

- Personnel Requested/Required*
- Additional staff as needed to support program growth.

---



---

## BUSINESS REAL ESTATE/ESCROW

---

**Short Term (1998-2000):**

- Personnel Requested/Required*
- Add staff as needed for program demand.

**Long Term (2001-2005+):**

- Personnel Requested/Required*
- One full-time faculty as needed by program demand.

---



---

## CHEMISTRY

---

**Short Term (1998-2000):**

- Personnel Requested/Required*
- New faculty as needed for program growth.
  - Webmaster/mistress technical support personnel.
  - Two student assistants.

---

## CHEMISTRY

---

**Long Term (2001-2005+):***Personnel Requested/Required*

- New faculty as needed for growth.
- 3 additional student laboratory assistants.

---

## CHILD DEVELOPMENT

---

**Short Term (1998-2000):***Personnel Requested/Required*

- One additional full-time faculty member by 1998-99.
- Increase in adjunct faculty to accommodate increase in course offerings in summer, fall, and spring semesters.
- Instructor time to create an advanced practicum and an interdisciplinary Spanish course by June 1998 (paid for by grants).
- Instructor time to create a series of specialization courses to meet permit requirements.
- Instructor time to create a Family Child Care certificate by Fall 1998, including a supervised practicum course specifically for Family Child Care providers and telecourses catering to the academic and logistical needs of early childhood professionals working in their home.
- A Child Development Assistant to provide on-site mentoring services for Family Child Care providers.
- Instructor time to research and write grant to fund the Child Development Assistant position.
- Instructor time to outline and oversee development of Child Development web site.
- Instructor time to review and update articulation agreements.

**Long Term (2001-2005+):***Personnel Requested/Required*

- A second additional full-time faculty member by 2001-02.
- Increase in adjunct faculty to accommodate increase in course offerings in summer, fall, and spring semesters.
- Instructor time to review and update articulation agreements.

---

## COMPUTER INFORMATION SYSTEMS

---

**Short Term (1998-2000):***Personnel Requested/Required*

- Increase faculty to meet program demands.
- Add support staff as needed in the area of lab supervising, network and database administration.
- As needed, hire personnel in curriculum development, program coordination, new technology and educational methods research and planning.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Adequate staffing in all needed areas including instruction, lab management, curriculum development, and all other relevant activities.

---



---

## CONSTRUCTION TECHNOLOGY

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Hire additional full-time instructional staff as required by program growth.
- Hire full-time instructional aides to meet growth.
- Hire part-time instructional staff to meet growth in enrollment.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Add full-time faculty member to meet changes in enrollment.
- Additional part-time staff as needed for program growth.

---



---

## COOPERATIVE EDUCATION

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Bi-lingual staff.
- Classified placement specialist as growth requires.
- Academic placement specialist to meet increased enrollment.
- Research and job market analysis.
- Follow-up activities.
- Instructors as needed for program growth.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Bi-lingual staff.
- Classified placement specialist as needed for increased enrollment.
- Academic placement specialist for program growth.
- Research and job market analysis.
- Follow-up activities.
- Instructors to accommodate program growth.

---



---

## DRAFTING TECHNOLOGY

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Hire additional full-time instructors as needed to meet demand.
- Hire additional part-time instructional staff as needed for growth.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Additional full-time faculty members as needed for program demand.
- Additional part-time staff to accommodate growth.

---

## ELECTRONICS AND COMPUTER TECHNOLOGY

---

**Short Term (1998-2000):***Personnel Requested/Required*

- Computer technology faculty to meet present shortages and near-term new courses as determined by program growth.
- Electronics technology faculty to meet near-term new courses and course expansions as needed by program demand.
- Support staff to meet all program growth needs.
- Annual instructional supply budget reflecting program growth needs.
- Annual equipment repair/replace budget.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Additional FTE faculty to meet program growth and support new courses.
- Additional support staff to meet program growth, new courses, and technology innovations.

---

## ESL

---

**Short Term (1998-2000):***Personnel Requested/Required*

- Additional full-time faculty to meet increased enrollment needs.
- Additional part-time faculty as needed to accommodate growth.
- Additional instructional aides and computer technicians as required by program growth.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Additional full-time faculty to meet increased enrollment needs.
- Additional full-time instructional aides and computer technicians as needed for growth.
- Additional part-time faculty as required by program growth.

---

## FIRE TECHNOLOGY

---

**Short Term (1998-2000):***Personnel Requested/Required*

- Provide full-time Fire Technology Coordinator to manage the scheduling, admissions and delivery of classes.
- Maintain at least one full-time instructor for day classes and delivery of those specialized courses requiring certification and accreditation through State Fire Marshal's Office for academy requirements.
- Provide a part-time clerical employee for assisting in class announcements, registration and enrollment, validation and record keeping for course completion, accreditation and certification.

**Long Term (2001-2005+):***Personnel Requested/Required*

- None identified.

---



---

## LANGUAGE

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Additional Spanish instructors as required by growth.
- Additional English instructors to meet program demands.
- Additional French instructor to accommodate program growth.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Asian language instructor as needed for program growth.

---



---

## LIFE SCIENCE

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Replacement staff as needed for program growth.
- MIS support personnel to meet program demands.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Additional staff as required by program growth.
- Lab aides for new courses.

---



---

## MATHEMATICS

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Tenure track mathematics faculty as required by program growth.
- Additional MMIL aide as needed for growth.
- Part-time ME aide as needed to accommodate growth.

**Long Term (2001-2005+):***Personnel Requested/Required*

- Tenure track faculty to meet program demands.
- 2 student workers.

---



---

## MUSIC

---



---

**Short Term (1998-2000):***Personnel Requested/Required*

- Additional full-time faculty in piano/theory or piano/literature as required by program growth.
- Additional adjunct faculty in voice, choral music, history/literature, piano, instrumental music theory as needed for program demands.
- Additional hours of lab assistant, accompanist and office worker support.
- Additional faculty to team teach each course as needed by program growth.
- Possible “graders” to support large section CORE classes.

---



---

## MUSIC

---



---

- Lab assistant support for lab portions of course as required by growth.

### **Long Term (2001-2005+):**

#### *Personnel Requested/Required*

- Faculty and staff as needed by program growth.
- Inter- and intra-department reorganization of current faculty staffing patterns to support integrative multidiscipline CORE courses. May be a need for more faculty.
- Additional staff support in lab assistants, graders, etc.
- MIS support for technology labs, software, web sites.

---



---

## NURSING

---



---

### **Short Term (1998-2000):**

#### *Personnel Requested/Required*

- Additional full-time faculty to meet the state recommended faculty to student ratio and program demand.

### **Long Term (2001-2005+):**

#### *Personnel Requested/Required*

- Full-time to student ratio (approx. 1:15).
- Community based faculty for program development.
- Nursing faculty as required by program growth.

---



---

## ORNAMENTAL HORTICULTURE

---



---

### **Short Term (1998-2000):**

#### *Personnel Requested/Required*

- None identified.

### **Long Term (2001-2005+):**

#### *Personnel Requested/Required*

- None identified.

---



---

## PHILOSOPHY/RELIGIOUS STUDIES

---



---

### **Short Term (1998-2000):**

#### *Personnel Requested/Required*

- FTE faculty as needed to accommodate growth.
- FTE instructional assistant as required by program growth.

### **Long Term (2001-2005+):**

#### *Personnel Requested/Required*

- FTE faculty as needed for program growth.
- FTE instructional assistant as required for program demand.

---



---

## PHYSICAL EDUCATION

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Hire full-time physical education instructors as needed for program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Hire full-time instructors as required by program demand.

---



---

## PHYSICAL SCIENCE Astronomy, Geology And Physical Science

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Additional FTE geology-astronomy-physical science faculty on the permanent, full-time staff at VVC as needed by program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Additional FTE geology-astronomy-physical science faculty on the permanent, full-time staff at VVC as required by program demands.

---



---

## PHYSICAL SCIENCE Geography

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Hire additional part-time faculty as needed for program growth.
- Hire a full-time Sociology faculty member if required by program growth.
  - Hire a Physical Geography Laboratory Assistant as needed due to program growth.
  - Hire a Social Science student aide/secretarial support to accommodate growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Additional full-time faculty in History, Political Science, Geography, and multicultural (ethnic) studies as required by program growth.
- Hire a permanent Physical Geography laboratory assistant as needed for growth.
  - Permanent secretarial and student aide support for the Social Sciences to accommodate program demand.

## PHYSICAL SCIENCE

### Physics

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Additional FTE physics faculty as required by program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Same as short term.

---

## PSYCHOLOGY

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Additional psychology faculty to meet all program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Additional 1.0 FTE psychology faculty needed to meet course goals.

---

## RESPIRATORY THERAPY

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • 1.0 FTE respiratory therapy faculty as required by program growth.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Additional 1.25 FTE needed to meet course goals and program demands.

---

## RESTAURANT MANAGEMENT

---

**Short Term (1998-2000):**

- Personnel Requested/Required* • Additional full-time Instructor as required by program growth.
- Three full-time staff or six part-time aides as needed for growth.
  - Director of Restaurant Management to oversee planning, development, and interweaving of multiple courses, curriculums, and programs simultaneously; to develop and administer fiscal considerations of the program.

**Long Term (2001-2005+):**

- Personnel Requested/Required* • Provide Personnel and Staffing for Restaurant Training Site for Disadvantaged.
- Provide Personnel and Staffing for Catering College.
  - Add part-time instructors as required by program growth.

## SOCIAL SCIENCE Anthropology

---

### Short Term (1998-2000):

- Personnel Requested/Required*
- No additional faculty.
  - One lab assistant as required by program growth.

### Long Term (2001-2005+):

- Personnel Requested/Required*
- Hire part-time faculty as student demand or course offerings increase.
  - Hire part-time student worker in addition to lab assistant.

## SOCIAL SCIENCE History

---

### Short Term (1998-2000):

- Personnel Requested/Required*
- Need Web Page Designer as needed for growth.
  - Need Department Aide as required by program growth.
  - Need another History Instructor to accommodate program growth.

### Long Term (2001-2005+):

- Personnel Requested/Required*
- None identified.

## SOCIAL SCIENCE Political Science

---

### Short Term (1998-2000):

- Personnel Requested/Required*
- 4.5 FTE political science faculty to meet all courses and delivery modes indicated as required by program growth.
  - 1.0 FTE director to administrate the paralegal certificate program as needed for growth.
  - 1.25 FTE support staff to meet all program needs indicated.

### Long Term (2001-2005+):

- Personnel Requested/Required*
- Additional 5.0 FTE political science faculty needed to meet all courses and delivery modes indicated as required by program growth.
  - Additional .5 FTE administrative staff for the paralegal certificate program as needed for growth.
  - Additional 1.5 FTE support staff to meet all program needs indicated.

## SOCIAL SCIENCE

### Sociology

---

#### Short Term (1998-2000):

- Personnel Requested/Required*
- Hire additional part-time faculty to meet growing enrollment needs.
  - Hire a full-time position to meet growing enrollment needs.
  - Hire a student aide as required by program growth.

#### Long Term (2001-2005+):

- Personnel Requested/Required*
- Hire a full-time sociology instructor as required by program growth.
  - Increase lab/student assistant positions as needed for growth.
  - Hire additional part-time faculty in Sociology as required by program growth.

## SPEECH/THEATER ARTS

### Speech

---

#### Short Term (1998-2000):

- Personnel Requested/Required*
- One FTE in Sign Language as required for program growth.
  - One FTE in Speech Communication as needed to accommodate growth.
  - Adjunct faculty, more as needed for program growth, to staff additional classes and classes made available by release time for director of debate and the faculty responsible for articulation.
  - Two facilitators working as teacher's aides compensated either with course credit or wages to accommodate growth.
- Depending upon their qualifications, facilitators might also serve as office assistants for debate/forensics program.*

#### Long Term (2001-2005+):

- Personnel Requested/Required*
- Four (more as needed) facilitators—as required by program growth—working as teacher's aides compensated either with course credit or wages. Two facilitators for each public speaking class offered. These are students who have the appropriate training and are paid, or they are students who receive transferable course credit (see small group leadership course).

## SPEECH/THEATER ARTS

### Theater Arts

---

#### Short Term (1998-2000):

- Personnel Requested/Required*
- Student worker.
  - 1.0 FTE technical theater faculty as required by program growth.
  - Adjunct faculty as needed for growth.

## **SPEECH/THEATER ARTS**

### **Theater Arts**

---

#### **Long Term (2001-2005+):**

*Personnel Requested/Required*

- 1.0 FTE faculty who can supervise costume facility in addition to teaching responsibilities (costume/makeup) as required by program growth.
- Instruction aide in theater arts will assist instructors in all areas of preparation for classes and productions including instructions materials and equipment; design and construction of stage sets, scene shop and storage maintenance, production and distribution of advertising programs and other departmental business as needed for growth.

## **WELDING**

---

#### **Short Term (1998-2000):**

*Personnel Requested/Required*

- 0.6 adjunct increase as required by program growth.
- 0.5 instructional assistant III increase as needed for growth.
- Add advisory committee responsibilities to somebody's job description.
- Coordinate efforts with other departments to save money.
- Add computer assistant responsible for instructional programs only not involved with MIS as required by program growth.
- Add contract education personnel to accommodate program growth.

#### **Long Term (2001-2005+):**

*Personnel Requested/Required*

- Monitor and evaluate, see short term above.