**Ventura College**

**2014-15 Program Review Staffing Priorities**

**Department Chairs and Service Unit Leaders,**

Thank you for your efforts to work on the staffing priorities section of Program Review. Data resources for this task are on the VC Program Review 2014-15 website or historical data:

<http://www.venturacollege.edu/college-information/program-review/program-review-2014-2015>

Contact Tim Harrison 805-289-6121 if you have questions or need any assistance.

**Directions:**

1. Discuss as a department last year’s Program Review staffing initiatives and any new initiatives for consideration.
2. Provide the information requested and turn this document into your division dean. Information will be compiled into a master spreadsheet for your division.
3. Attend your division meeting to prioritize the division’s staffing priorities.
4. Deans or designee will compile the information for the Staffing Priorities Committees.
5. Staffing priorities presentations will be conducted November 14-18, 2014.
6. Recommendations will be passed on to the VC Executive Team for consideration.

**Categories to answer for each staffing initiative:**

**Initiative ID:** *The* *department abbreviation + 2 digit fiscal year + 2 digit initiative number*

**Initiative Title:** *A short title is needed here*

**Item Description:** O*ne sentence to provide additional information about the title*

**Justification/Link to Data:** *Please provide data-based rationale for the initiative. Data may be historical, institutional, regional, national, qualitative, etc. Data points to consider: the department’s Full Time Equivalent Faculty (FTEF) compared to the college; changes in (FTEF) for part and/or full time staff/faculty over the last three years and the effects of these changes. For classified positions – workload related data, ratio of students served to classified staff, positions historically compared to current, etc.*

**Link to Finding:** *This is a new category and is needed to link initiatives to planning and college goals.**What VC Educational Master Plan Goal(s) does this initiative link to?*

**Expected Benefits:** *One sentence that describes the benefits the position will bring*

**Timeline:** *The year you expect this initiative to be funded*

**Funding Resource Category:**  *Select a category that fits the position*

**Cost:** *Estimates for the position. Use administrative $150k, FT Faculty $110k, FT Classified $80k*

**Ranking:** *What the department ranked the initiative (Required, High, Medium, Low). Required (R) rankings need EVP/VP approval. As previously discussed - 1/3 of initiatives should be high, 1/3 medium, and 1/3 low.*

**2014-15 Program Review Staffing Priorities Form**

**Department:** *[insert information here]*

**Form Completed By:** *[insert information here]*

**Contact Information: Email(s)** *[insert information here]*

**List your staffing initiatives in prioritized order.** *Include past initiatives, replacements and growth positions.**Justification is needed for the replacement of vacant or expected vacant positions.*

*Example:*

Initiative ID: ICA1301

Initiative Title: Full-time HED/ICA Faculty Member

Item Description: One full-time faculty member for the health education and athletics department.

Justification/Link to Data: Increase ratio of Full-time to Part-time faculty in two departments. WSCH currently xxxx. Historical data shows we had 14 fulltime positions in 2000 and now have 10 to serve the same amount of sports and a significant increase in health sections.

Link to Finding: VC Educational Master Plan Goal #1

Expected Benefits: Will help cover the classes in high demand for two departments and assist in the growth of the disciplines.

Timeline: 2015-2016

Funding Resource Category: Staffing Funds

Cost: $120,000

Ranking: L

Initiative ID: *[insert information here]*

Initiative Title: *[insert information here]*

Item Description: *[insert information here]*

Justification/Link to Data: *[insert information here]*

Link to Finding: *[insert information here]*

Expected Benefits: *[insert information here]*

Timeline: Click here for options

Funding Resource Category: Click here for options

Cost: $120,000

Ranking: Click here for options