This form should be used for requesting new staff positions and included in the program review process.

Initiator: Trish Blair  
Date: 09/15/2014  
Department: DSPS  
Requested Amount: $36,000  
Divisional Rank (if any): 

Position description (please provide details about the position need):  
(form will expand as needed)

This would be a DSPS Specialist position. DSPS as a department must complete a Student Educational Contract (SEC) for every student in DSPS. As of Fall 2015 Student Success Task Force recommendations become required, however, we will have no one who can add the job of creating a Student Educational Plan for each student in addition to the SEC. Given the nature of the position, this person would also be able to assist with counseling and advising in heavy traffic times. This position would be a 30/10.

Statement of Need (Justify the need for the position)

We have had audit findings for two years in a row related to not having SECs in the files. This was largely due to lack of staffing and time to complete these. We have now made adjustments to ensure that the SECs are being completed. However, as previously stated, there is no one who is able to absorb the SEP completion task into their already packed workload. Without additional staffing, it won’t get done.

Link with Institutional Goal/Assessment Results (Describe):

The Student Success Task Force recommendations are designed to improve retention, success and transfer for students. CR will be funded based on completion of the SEPs beginning in Fall 15. At present, DSPS students are not able to have their SEPs created in DSPS which will mean a large number of students will simply not end up with an SEP.