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UNIT PLAN “PART A” Program/Pathway Update

Program/Pathway: Social and Behavioral Sciences

Date: November 1, 2013

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Assessment of Program Review:

- A. The Social and Behavioral Sciences division is one of three major academic units at Los Angeles Harbor College that supports all general education transfer requirements for university transfer students, two Career Technical Education disciplines, two on-line degrees, and provides the college with over 65% percent of annual graduates with their Associate Arts degree in the Social and Behavioral Sciences Liberal Arts.
- B. The primary and number one priority for the division is to maintain a ‘Minimum Staffing Level’ of tenured faculty members in each discipline as a baseline to maintain program continuity, student success, and to meet the college goals and education master plan. Secondly, the division factors in the justification by using revenue and cost analysis whereby the division generates a gross FTES/revenue in excess of 5.4 million and net revenue after associated costs estimated at 3.6 million.
- C. Historically, the division has experienced a normal staffing level; i.e. in 1980, the division had thirty-eight tenured faculty members; in 1990, the division had eighteen tenured faculty members; and currently the division has six tenured faculty members and three tenure-track faculty members; inclusive is the division chair reassigned at 0.80. The current ratio (excluding reassigned hours for accreditation purposes) is 30% full-time and 70% adjunct faculty that provides the highest Weekly Student Contact Hours, Full-Time Equivalency Student, and concurrent enrollment of all academic divisions. Fall accreditation reassignment hours are 1.6 and spring reassignments will reduce to 1.0 of full-time faculty; hence a noteworthy improvement in regards to the FT/PT ratio.
- D. The Social and Behavioral Sciences division includes all disciplines when reporting in annual unit planning; however, in program or pathway reviews, the administrations of justice and fire technologies provide separate program or pathway reviews under “Public Safety.”

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- E. The Social and Behavioral Sciences division was awarded with two tenure-track positions beginning in fall 2012. In accordance with the division 2012-2013 unit plan and final rankings from the Faculty Hiring Prioritization Committee (FHPC), the college president granted the selection process and eventual probationary hiring in Sociology and Administration of Justice.
- F. Recent discussions among divisional faculty have revealed that divisional priorities for faculty hiring should include probationary hires in Psychology, History, and Economics. Rationale includes the overall FTE/FTEF/WSCH factors, program and college need for degree and transfer, college mission and goals, and the consideration of one recent retirement in Economics.
- G. The division regular and lead-adjunct faculty members meet on a monthly basis to discuss the academic and career technology educational programs. Amongst the many division priorities, the continuation of review, improvement, and implementation of student learning outcomes and the varied assessments for each class, along with the assessment data analysis for learning outcome are without doubt the primary focus, and without question consumes the majority of faculty resources. The aforesaid responsibilities have amplified the linking of SLO course preparation, assessment, and capitulation of semester data to eight faculty members in a division with thirty-eight full-time equivalencies (with 1.6 regular members on reassignment). To compensate for the inverted ratio of regular verses adjunct faculty; our division regularly schedules three full divisions meetings per academic year to encourage all faculty, both full-time and adjuncts, to meet and discuss on Title-5, SLO's, and assessment matters. In summary, our division has learned the value of adjunct members and their participation for overall program and student success.

2. Activities to address program needs:

- a) **The Social and Behavioral Sciences division** will continually request that all vacancies *from retirements and resignations* be immediately staffed with newly hired tenure track instructors.
- b) **The History, Sociology, Psychology, Political Science, and Administration of Justice** will continue to originate and present whenever requested for the various ethnically and culturally sponsored events on campus.

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- c) **The Anthropology department**, staffed solely by adjunct faculty members, has created two new classes that will begin in the spring program rotation. The faculty have requested the purchase of new evolutionary equipment and digital delivery software programs to enhance their presentation, and for program sustainability in regards to both matriculation and articulation. Anthropology was presented to the FHPC for hiring consideration in fall 2014. Below is a sample of the information presented:

Essential Benefits of a Full-Time Anthropology Instructor at Harbor College

- Consistency in instructor qualifications
 - With a full-time anthropology instructor, Harbor College would be better able to ensure consistency in the qualifications of its anthropology faculty, so as to guarantee its students the highest level of instructional excellence
 - Some adjuncts may lack expertise in important areas, hence the need for choosing a full-time instructor who consistently meets these needs
- Consistency in the anthropology teaching program
 - A full-time instructor would be able to provide focus for the anthropology program and ensure that the courses he/she teaches are both rigorous and current with new developments in the field
 - A full-time instructor could add and oversee valuable educational opportunities that are overlooked without a full-time professor
 - For example, Southwest offers a Study Abroad program in Spain and Jordan, which the full-time anthropology professor oversees.
 - Establishment of an Anthropology Club, community service projects related to the anthropology curriculum, and other extracurricular activities
- Consistency in SLO implementation and achievement
 - A full-time instructor would be able to devote concentrated time to refining, developing, achieving, and assessing SLO's
 - Currently all the SLO assessment work is divided among the adjuncts; the transient work schedule of adjuncts can divert attention away from this important activity.
- Furthering the lives and careers of Harbor students
 - A full-time professor, who understands the matriculation/transfer process, is a far more effective mentor to our students, than an adjunct whose transient schedule detracts from his/her ability to connect with and nurture students.
 - Compared to an adjunct, a full-time professor will have a far better knowledge of campus services and resources, so as to better serve our students and help them achieve their dreams.
- A full-time instructor would be able to refine the current anthropology course offerings in order to meet the needs of the upcoming Transfer Model Curriculum
- Anthropology is an essential discipline for the education of our students
 - Anthropology combines approaches from history, psychology, sociology, history, philosophy, biology, even mathematics; thus it builds students' abilities in all these areas
 - Anthropology teaches cultural sensitivity and crucial critical thinking skills
 - A background in anthropology is invaluable for careers in law enforcement, the military, and any field that deals with people

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- d) **The Psychology department** was approved for an Associate degree three years ago that has resulted in the increase of both program interest and the increase of psychology degrees. The counseling department has reported the increase of students identifying themselves as psychology majors and registering their primary TOP Code in psychology. The faculty members have an active psychology student club that currently meets on campus monthly and with other community colleges and CSU's during the year. The Psychology department has created the curriculum to meet the needs of transferring students in Statistics and Research Methods. The Psychology department has one regular faculty member responsible for over 4.0 FTEF; therefore, demonstrates the need for an additional full-time faculty member to maintain academic and program integrity with program review, learning outcomes, assessments, and so on.
- e) **The Economics department** is a vital link to the college Mission and Goals for transfer requirements and the college Business degree graduation requirements. Due to recent retirements, the Economics' department is solely coordinated and delivered by adjunct faculty members. The Social and Behavioral Sciences division is requesting an immediate presentation to FHPC for hiring consideration in fall 2014. In the meantime, the SLO's, assessment, and other academic requirements are being met with adjunct faculty members.
- f) **The History department** continues with a full rotation of classes across the spectrum with new courses in Asian American studies and Historical Labor studies. The History department received final approval for their Associates transfer degree. With the recent retirement of a 36-year History professor, the two regular faculty members in History are responsible for 6.8 FTEF; therefore, demonstrates the need for an additional full-time faculty member to maintain academic and program integrity with program review, learning outcomes, and assessment. In addition to the Historical Union student club, the faculty members maintain several intra-discipline areas of study that impacts the laborious hour required for each area.

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g) **The Political Science department** is a solid foundational discipline that is considered inter-disciplinary to many departments and programs. Political Science offers the only courses that fulfill the entire CSU national, state, and local “institutions” requirements. The CTE vocational programs and basic skills are linked throughout the college curriculum through this discipline. In addition to coordinating the 4.2 plus FTEF, the faculty members have been developing inter-disciplinary coursework as an educational pathway track to offer an alternative transfer route for student success in the study of ‘Public Policy’ as the emphasis for graduation under “Liberal Arts Social and Behavioral Sciences” transfer degree. The Public Policy emphasis will primarily cross-discipline with Sociology and Administration of Justice courses, along with related inter-disciplinary courses in a learning community method to allow for those students identifying with state and local government positions, public service, social work, law enforcement, federal positions, and so on. Political Science was presented to the FHPC for hiring consideration in fall 2014. Below is a sample of the information presented:

Essential Benefits of the “Emphasis in Public Policy”

- Regular Political Science instructor will enhance the current program.
- This position would assist in the development of the political science and inter-disciplinary pathway in Public Policy.
- This position would maintain consistency in long-term academic planning for our students studying for the public sector, including international and foreign studies.
- This position would support the countless student intern positions in our local political offices, courthouses, city hall offices, and other related areas.
- This position would assist in the development and maintenance of Student Learning Outcomes for all Political Sciences course outlines of record.
- This position would maintain consistency in the Assessment process that is required for all programs.
- This position would enable consistency to assess our student performance while assigned to intern positions.
- This position would meet the needs and maintain the Transfer Curriculum Model.

The hiring of a new Political Science instructor and the creation of the “Emphasis in Public Policy” is directly linked to the College Mission, College Goals, and futuristic critical thinking for new programs, “*without a cost to the college*”

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- h) **The Sociology department** is a solid academic discipline that is considered interdisciplinary to many departments and programs; with a heavy emphasis of required coursework in the Registered Nursing degree program. The Sociology department is staffed with one senior faculty member and one probationary faculty member to coordinate the many activities within a 4.4 FTEF department. In addition to the academic support the sociologists lend the nursing program, the faculty members work closely with all disciplines; however, the aforementioned the ‘Public Policy’ emphasis is reliant on the participation of the Sociology faculty and their active collaboration for the public services industry.
- i) **The Fire Technology department** underwent a thorough review with faculty, advisory committee members, and the state Fire Directors Association. The primary outcome recommended that the Fire program work more closely with industry partners to develop a specialized program unique to Harbor College. The secondary outcome was to increase the rotation of classes to ensure that the certificate and degree programs were obtainable. The Fire Technology faculty are adjunct only; therefore, the program and pathway review, SLO’s and assessment are coordinated and written by the AJ regular faculty member. The Fire Technology program meets the industry demands for justification of a full-time faculty member and our division will consider a presentation to the FHPC in this field of study. The program currently offers a day and evening program, along with a robust on-line program.
- j) **The Administration of Justice department** was approved for the selection of a tenure track faculty position in fall 2013. The probationary faculty member assumed the responsibility to oversee the 3.3 FTEF and the academic pathway requirements. In addition to the AJ department, the faculty member also coordinates and maintains the Fire Technology requirements. The aforementioned ‘Public Policy’ emphasis in Political Science is reliant on the active participation from the AJ department members and the full-time faculty participation.

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The AJ faculty members are actively involved with state and local agencies; i.e. State Commission on Peace Officers Standards and Training <P.O.S.T.>, California Association of Administration of Justice Educators <CAAJE>, Police Academy Directors, etc. The review and evaluation of research suggest that the cross discipline approach with Sociology and Political Science is the future within criminal justice academe.

- k) **The Social and Behavioral Sciences division** fully supports the Teacher Pathway program in partnership with CSU Dominguez Hills. Our division will supply instructors as requested. These positions will be in addition to the planned and programmed section offerings from this division, and not in a rotation format.

- l) **The Personal Development, Life Skills, and Learning Skills departments** are vital programs that meet the college Mission and Goals; however, are not a single academic discipline, thus, the areas are assigned to the Social and Behavioral Sciences division for academic integrity and overall coordination. Classes from these departments are offered by dedicated faculty members that are assigned as adjunct in addition to their primary teaching assignments.

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3. Staffing requirements:

The staffing requirements for the Social and Behavioral Science division consist of nine full-time faculty members and one division secretary. As the budget and administration allows, the division will continue to request additional faculty members. In the meanwhile, the division will continue to deliver over 22% of the college academic offerings with adjuncts comprising nearly 75% of instruction.

4. Technological requirements:

The Social and Behavioral Sciences division has the most on-line or distant learning offerings per semester, in addition to the multi-media and blended learning delivery on campus. The division was the sole academic unit to present and fund the TURNITIN.com plagiarism program. The program was initially funded with block grant and Perkins funding; then block grant funding was discontinued leaving the Perkins and other funds to meet financial needs.

Although the TURNITIN.com software package was prioritized and approved for funding in May 2012, the administration singled out the most unique, professor friendly, not to mention the **only plagiarism program** funded on the college campus to be cancelled.

The Social and Behavioral Sciences faculty members are requesting the college administration to reconsider the purchase of TURNITIN.com or find a similar plagiarism program for both the distant learning and classroom applications. Please note that at least 100 faculty members have already been trained in the software program and that their classes are formatted for the TURNITIN.com program.

The division requests that all computers in the classroom and office areas continue to work with latest approved software. Additionally, the faculty members request a budget for miscellaneous supplies and a definite budget for the overhead projector bulbs that all faculty members use on a daily basis.

5. Facilities requirements:

The current facilities are fine. Attention to cleaning is requested whenever the budget allows.

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UNIT PLAN "PART B"
Core Personnel/List of Permanent Staff

Unit: Social and Behavioral Sciences

Date: November 1, 2013

Assigned Time	Responsibility	Estimated Cost	Funding Source
.6 D	<i>Division Chair</i>	\$68,796	10100
.4 D	<i>AFT Grievance Officer</i>	\$46,531	10100
1.0 G	<i>Division Secretary</i>	\$43,400	10100
Subtotal:		\$158,767	
<u>1.4-fall 2013</u> .4 Stanbery .4 Joiner .6 Reigadas <u>1.0-spring 2014</u> .2 Stanbery .2 Joiner .6 Reigadas		Reassigned- Accreditation \$24,625	10100
Subtotal:		\$93,575	
<i>Admin of Justice</i> 1.0 <i>History - fall</i> .6 <i>History – spring</i> .8 <i>History</i> 1.0 <i>Pol Science</i> 1.0 <i>Pol Science-fall</i> .6 <i>Pol Science-spring</i> .8 <i>Psychology-fall</i> .4 <i>Psychology-spring</i> .4 <i>Sociology</i> 1.0 <i>Sociology</i> 1.0		0741 faculty <i>E-8</i> <i>E-24 w/doctoral</i> <i>E-24 w/doctoral</i> <i>C-8</i> <i>E-38 w/doctoral</i> <i>D-20</i> <i>D-20</i> <i>E-12 w/doctoral</i> <i>E-12 w/doctoral</i> <i>E-24 w/doctoral</i> <i>C-6</i>	10100
Subtotal:		\$576,108	
TOTAL:		\$828,450	

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1. **Total FTEF: 8.0—0741 faculty
1.0—division chair**
2. **Total Hours taught: 198 academic year for 0741 faculty only**
3. **Total Hours of release time: 1.4 accreditation
1.0 division chair & AFT Grievance Officer: 0.60/0.40**
4. **Total Cost for Instructors: \$576,108**
5. **Total Cost for Administrators: none assigned**
6. **Total Cost of Classified Staff: \$43,400**
7. **Total cost FTEP = Full Time Equivalent Personnel: \$828,450**

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**UNIT PLAN “PART C”
Core Expenses**

1. All legally required responsibilities: *Required for health and Safety*
2. *Required by board / State/ Federal/ Accreditation standards(list the minimum requirements here)*
3. *Required by licensing agreement*
4. *Required instruction to satisfy transfer patterns*

Description of activity	Estimated Cost	Justification	Code
664 hrs of instruction 0811 assignments	\$1,106,666 (1,666 per hour)	6300 FTES	HAAA1b

Hourly instruction is to provide a full transfer, degree, certificate, and CTE program from our Social and Behavioral Sciences division.

The hourly instruction is 664 hours or 221 traditional 3-hour academic sections and is distributed throughout the eight departments in the Social and Behavioral Sciences division. As demonstrated since 2002, the regular faculty members meet throughout the academic year, and whenever requested to increase or reduce instructional hours by Academic Affairs, the division is able to return a fulfilled recommendation.

Total cost:

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UNIT PLAN “PART D” Essential Activities

Prioritized list of unit needs required for program continuance or improvement

Description Est. Cost

e.g.

1. *Databases for Library*
2. *Full time Faculty*
3. *Instructional Assistant*
4. *Supplies for classroom*
5. *Capital investment*

Only place expendable request in this field.

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
FOUR	Conference attendance	\$9,000	Program 10100	Professional Development	HCAA7
FIVE	Student internships expenses	\$5,000	Program 10100	Increase non-residents students	HCAA8b
THREE	In Class tutors	\$11,297	Program 10100	Student tutors	HCAA11a1
ONE	TURNITIN.COM	\$24,000	Program 10100	Plagiarism Software	HCAA13A15
TWO	Supply account	\$5,000	Program 10100	Classroom delivery	HCAA12A21

UNIT PLAN “PART E”

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Non-cost Essential Activities

NONE

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