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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Physics &amp; Astronomy</b>
Position Title	<b>Physics and Astronomy Laboratory Technician</b>
Salary Range*	<b>Range 38, \$56,172-70,248</b>
Annual Salary at Step B*	<b>\$59,400</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>40 hours/week, 12-months</b>

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**Q2**

Current goal this position will directly advance/support

Previous Goal 3: Outreach, New Goal 2: Flexible Lecture Overhaul, New Goal 3: Hybrid Lab Restructure

**Q3**

How will this position directly advance/support the goal listed above?

This position will maintain and conduct a regular inventory of supplies and handle all distribution of materials to students taking online or asynchronous classes. This position will also handle and help build out outreach and demonstrations for students within the local community and support current students with their studies. This position will take over/build up a department/program specific web and social media presence and coordinate all advertising. This position will assist faculty and staff through project-based learning and curriculum changes, as well as inform all student workers and fellow laboratory technicians. This position will also act as support for faculty running hyflex and hybrid lectures by assisting with audio and video support as well as editing and organizing video libraries for both classroom and professional development support.

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**Q4**

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number:  
 Replace current position "Natural Science Technician" which is a Science Technician II at Range 32 in order to add new skills to a position the department requires.

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**Q5**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**C.38%20-%20SCIENCE%20LAB%20TECHNICIAN%20IV.pdf (149.2KB)**

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**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Current Role:

- Set up Labs
- Assist Faculty in classroom
- Organization
- Ordering

New additions to role

- Strong technical skills for specialized equipment
  - Outreach and in-reach, direct work with students
  - Coordinate advertising/social media/web
  - Support project-based learning
  - Support curriculum change
  - Direction of other lab techs and student workers
  - Coordination of online and in person labs
  - Coordination of field trips
  - Design, coordination, purchasing, organization, distribution and collection of laboratory kits for online students.
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**Q7**

Please address the following: How are the duties of the requested position currently being performed, if at all? If duties are being performed by a grant-funded position, when will the grant end? How does the lack of this position impact the program's or service area's ability to serve students? <sup>\*\*The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)\*\*</sup> (200 words or less) (Rubric Criterion 1)

Currently, we have one technician covering 22 labs and 29 lecture sections across six disciplines supporting over 1000 students and 15-20 faculty members, as well as multiple modalities of labs. Essentially the faculty are doing a lot of the work as this is not feasible for one person. Also many of our online labs are, frankly, not very good because we have been forced to rely on simulation rather than hands on experiences. A new lab tech with the skill set we need could fix this.

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**Q8**

How has the demand for program/department services increased over the past 3 to 5 years? How have workloads in the program/department increased over the past 3 to 5 years? \*\*Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided.\*\* (200 words or less) (Rubric Criterion 2)

Physics has grown and continues to grow. We are had 57 FTES in 2017 & 2018 (we averaged 51 in 2015 and 41 in 2012). Although we saw a slight pandemic dip, we have returned to our pre-pandemic numbers and are growing once more (25% growth over the last two springs). Our enrollment has more than doubled in the last decade and yet we have the same number of lab techs which we share with other departments. We have also fundamentally changed our lab model meaning we have need of different skill sets.

**Q9**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

**Increase Equitable Access,**

**Eliminate Equity Gaps in Course Success,**

**Increase Hiring and Retention of Diverse Employees**

**Q10**

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position can help us with recruiting by running our online presence, help us make our curriculum in the labs more student centered, hands-on, and relevant to our students by supporting faculty both online and in person, and we would work hard to make sure that we recruit from a diverse hiring pool so students can work with someone that better represents them.

**Q11**

How will this position improve the student experience at Cuyamaca College?(200 words or less) (Rubric Criterion 4)

High quality lectures with hands-on components both in person, hyflex, and online require support for faculty. More inquiry-based student-centered labs do as well. This position will significantly impact both lecture and lab by providing support to full and part time faculty giving them more time and space for student engagement. It will also help communication with students.

**Q12**

How many more students will the position serve, and who will it serve?(200 words or less) (Rubric Criterion 4)

This position will serve all of the students coming through physics, astronomy, and possibly oceanography, geology, and geography. This is at least 700 students per year.

**Q13**

How will this position address college equity goals, as well as overall access, retention, and success?(200 words or less) (Rubric Criterion 4)

This position supports the faculty and curriculum changes we have proposed in program review to support the college goals.

**Q14**

How will the program or service area measure the impact of this position on the student experience?(200 words or less)  
(Rubric Criterion 4)

We will look at success and retention, particularly in labs, take student surveys, and look at enrollment and equity gaps.

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**Q15**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

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**Q16**

How could the process and/or CHPC guidance for preparing and submitting new classified position requests be improved?

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**Respondent skipped this question**