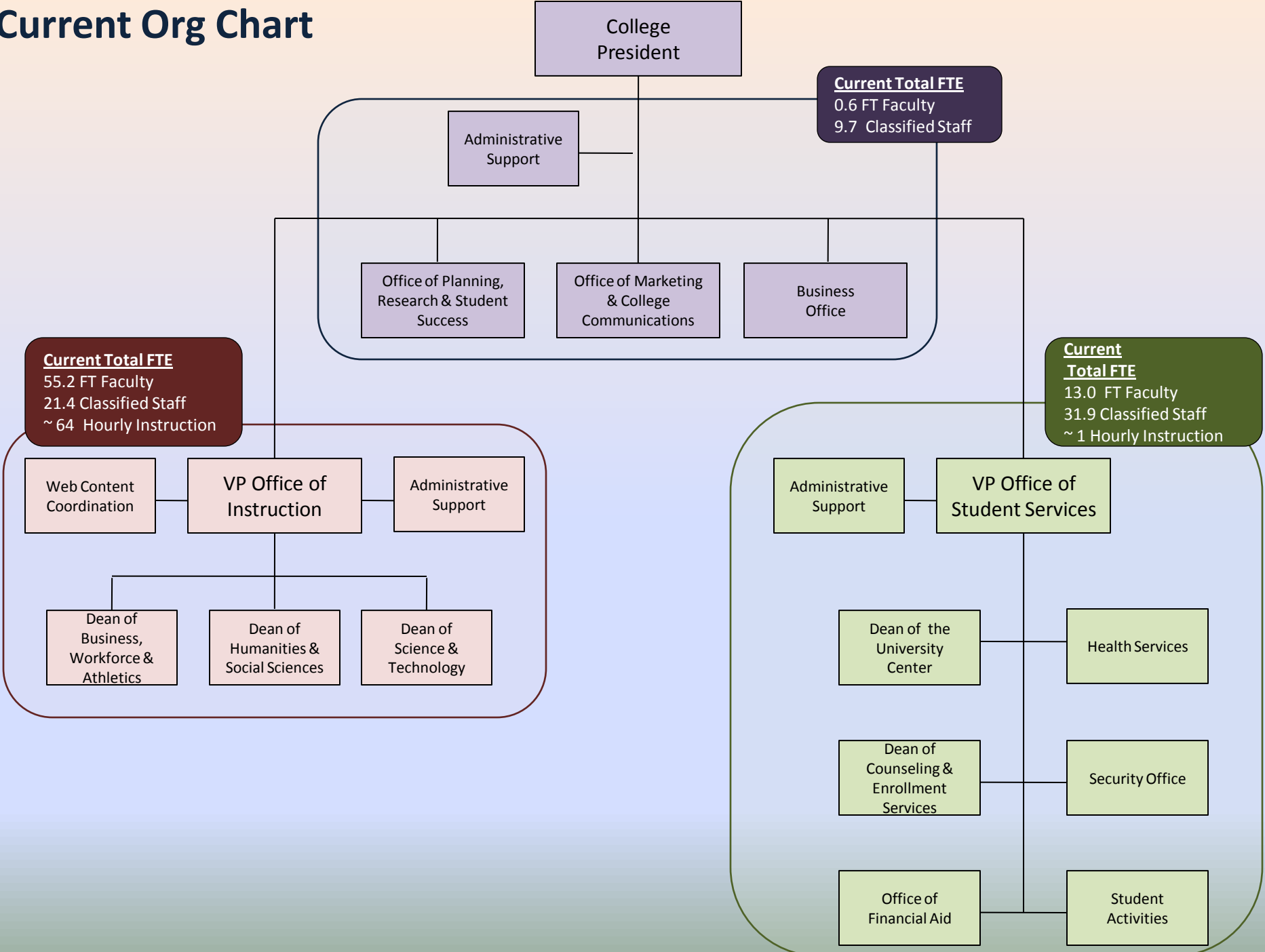


Cañada College Workload Analysis to Support Reorganization

February 19, 2009

Current Org Chart



College President

Current Total FTE
0.6 FT Faculty
9.7 Classified Staff

Administrative Support

Office of Planning, Research & Student Success

Office of Marketing & College Communications

Business Office

Current Total FTE
55.2 FT Faculty
21.4 Classified Staff
~ 64 Hourly Instruction

Web Content Coordination

VP Office of Instruction

Administrative Support

Dean of Business, Workforce & Athletics

Dean of Humanities & Social Sciences

Dean of Science & Technology

Current Total FTE
13.0 FT Faculty
31.9 Classified Staff
~ 1 Hourly Instruction

Administrative Support

VP Office of Student Services

Dean of the University Center

Health Services

Dean of Counseling & Enrollment Services

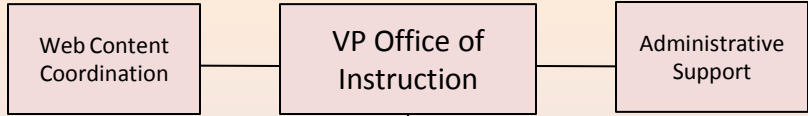
Security Office

Office of Financial Aid

Student Activities

Note: FTE figures do not include administration, unfilled positions or adjunct/hourly classified personnel.

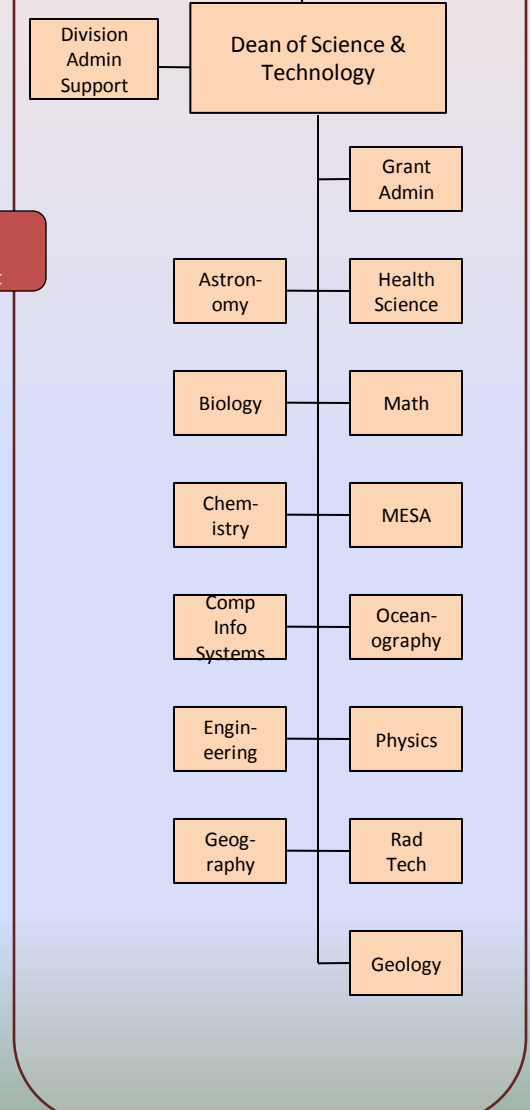
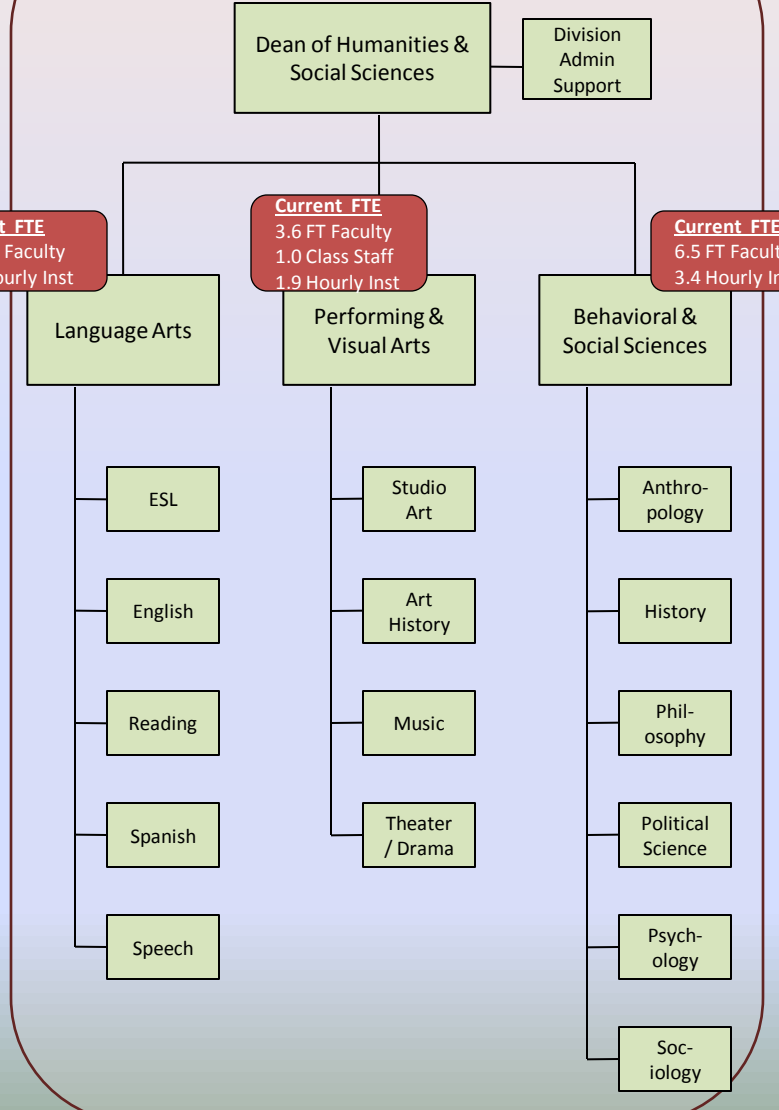
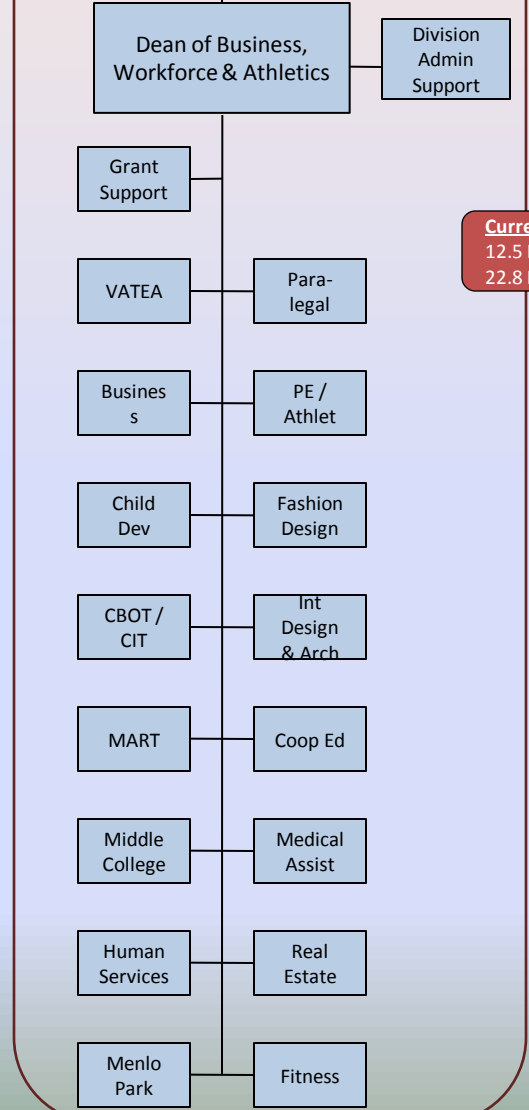
Current Org Chart



Current Total FTE
 15.3 FT Faculty
 10.2 Classified Staff
 ~ 21 Hourly Instruction

Current Total FTE
 23.5 FT Faculty
 3.0 Classified Staff
 ~ 28 Hourly Instruction

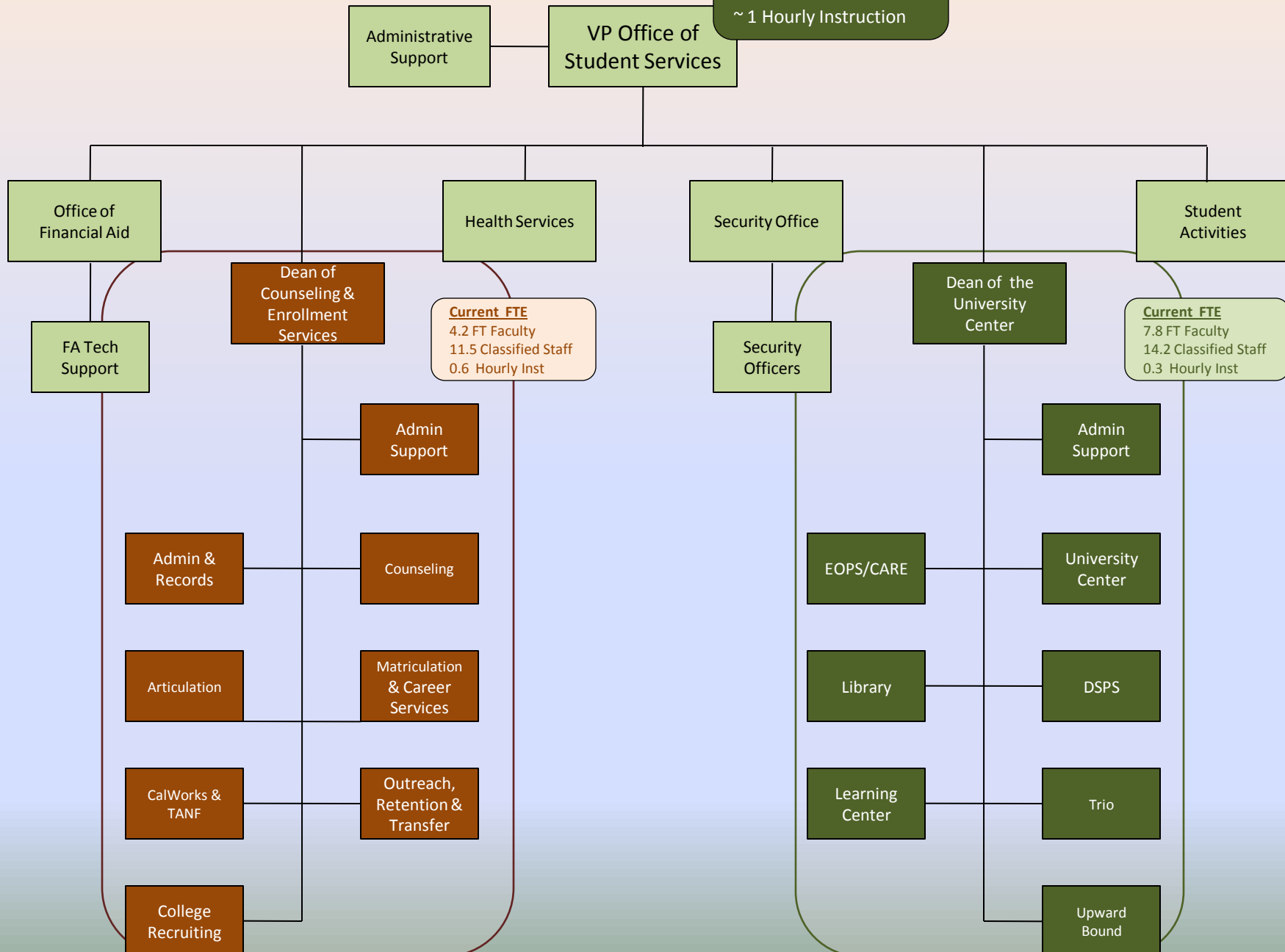
Current Total FTE
 15.2 FT Faculty
 5.1 Classified Staff
 ~16 Hourly Instruction



Note: FTE figures do not include administration, unfilled positions or adjunct/hourly classified personnel.

Current Org Chart

Current Total FTE
 13.0 FT Faculty
 31.9 Classified Staff
 ~ 1 Hourly Instruction



Note: FTE figures do not include administration, unfilled positions or adjunct/hourly classified personnel.

Functional Areas Examined

1. Workforce & Athletics Division
2. Humanities & Social Services Division
 - i. Language Arts
 - ii. Performance & Visual Arts
 - iii. Behavioral & Social Sciences
3. Science & Technology Division
4. University Center

Workload Analysis

We analyzed each functional area along 10+ dimensions

1. Managing FT Faculty
2. Managing PT Faculty
3. Managing Staff
4. Program Mgmt.
5. Program Review Mgmt
6. SLO Mgmt
7. Grant Mgmt.
8. Laboratory Mgmt.
9. External Partnership / Relationship Mgmt.
10. Advisory Board Mgmt.
11. Direct student Support
12. Other important areas

Both quantitative & qualitative data was collected & reviewed

Quantitative Information

	Staff Mgmt.			Program Mgmt.						Partnership Mgmt.	
	# Contract Faculty	# Adjunct Faculty	Classified Staff FTE	# of Courses	# of Sections	# Program Reviews	# SLO Areas*	Grants	Labs	External Partnerships	Advisory Boards
Canada Division											
Bus., Workforce & Athletics	24	70	10.2	131	202	15	128	11	6	5	10
Humanities & Soc Sciences	25	77	1	90	206	16	89	1	3	1	0
Science & Technology	18	45	5.1	55	111	10	55	5	9.5	2	2
Library & Learning Center	2	1	10.3	6	2	4	2	2	2.5	2	0

* SLO Areas refers to # of course and/or program areas that are required to have SLOs

Contract Faculty - evaluated every year for 4 years until tenured

Tenured Contract Faculty - evaluated every three years alternates between a comprehensive and standard evaluation

Adjunct Faculty - evaluated every two years

Sample of Qualitative Information

Science & Technology

Managing FT Faculty – This is the major focus of the division. However, the FT faculty work very independently and I'd guess that I spend about 10% of my efforts assisting these folks, mostly when they need help with curriculum issues, facilities requests or instructional equipment needs.

Managing PT Faculty – This takes considerably more time – maybe 20% of my time. Many of the PT faculty need significantly more guidance.

Managing Staff: – probably 25-30% of my time. This includes 2.5 laboratory technicians. This include facilities issues, supply budget issues, personnel challenges, etc

Program Mgmt : – Hard to know this one, since we have not done any program reviews since I've been here and the SLO work is a faculty task.

Grant Mgmt. – We now have 4 classified personnel working solely on grants. These folks are relatively independent, but do require some assistance.

Compliance Mgmt / Certification /Articulation etc: – The most time consuming issue here is the state certification of the phlebotomy program. The program is run by PT faculty, so I have to do all of the waste management, state forms, etc.

External Partnership / Relationship Mgmt. – high school classes for the charter EPA schools. Probably 4 hours a week.

Advisory Board related work – a few meetings a year

Direct student Support – average 4 hours a semester.

Other important areas – Grant writing. This can take a considerable amount of time depending on the deadlines and length of the proposal. Attending conferences specific to the college mission. For example, 2 days at the early college conference and 2 days at the HSI conference Bay area workforce

University Center

Managing FT Faculty: The significant time spent in this assessment category is primarily “personnel” related. The Faculty and Classified Directors of the programs appreciate meeting every other week, and checking in with phone conversations every few days.

Managing PT Faculty: There are very few pt time faculty.

Managing Staff: The staff in this area need assistance in getting tasks accomplished, such as steering questions for policy decision to higher level management. This takes planning and communication time and effort.

Program Mgmt.: There are significant tasks in Program Review in this area at this time. Previous time commitments had to do with planning and writing tasks.

Grant Mgmt.: There are currently two major federal grants to manage. During different periods of time, such as when annual reports are due, are heavy. There is also a significant amount of time spent preparing federal grant applications. Though the work is not constant, it is heavy during 3-6 month periods.

Compliance Mgmt / Certification /Articulation: DSPS, EOPS and the two federal TRiO grants have compliance issues that need addressing.

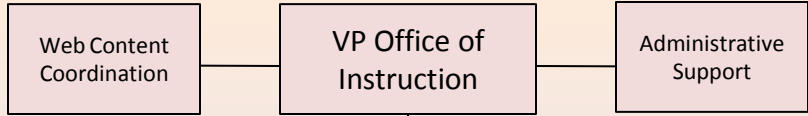
External Partnership / Relationship Mgmt.: Maintaining relations with SF State University and with CSU EB is time consuming. On a day-to-day or week-to-week basis, this is with university liaisons, and once or twice a semester it is with their Deans, Provosts, and occasionally Presidents. Additionally, this office has coordinated partnership work with the San Mateo County Human Resources for the accelerated degree program.

Advisory Board related work none at this time.

Direct student Support Students interested in University Center programs make appointments and drop by, probably 5-10 a week.

Other important areas: Recruitment for the Health Sciences program and for the Spanish English program involve time commitments in preparing materials, answering phone calls and emails, and leading Open Houses.

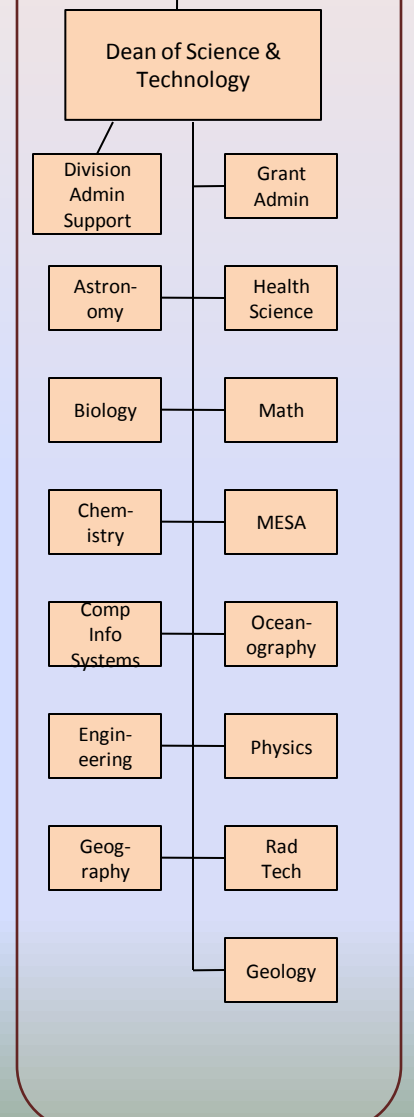
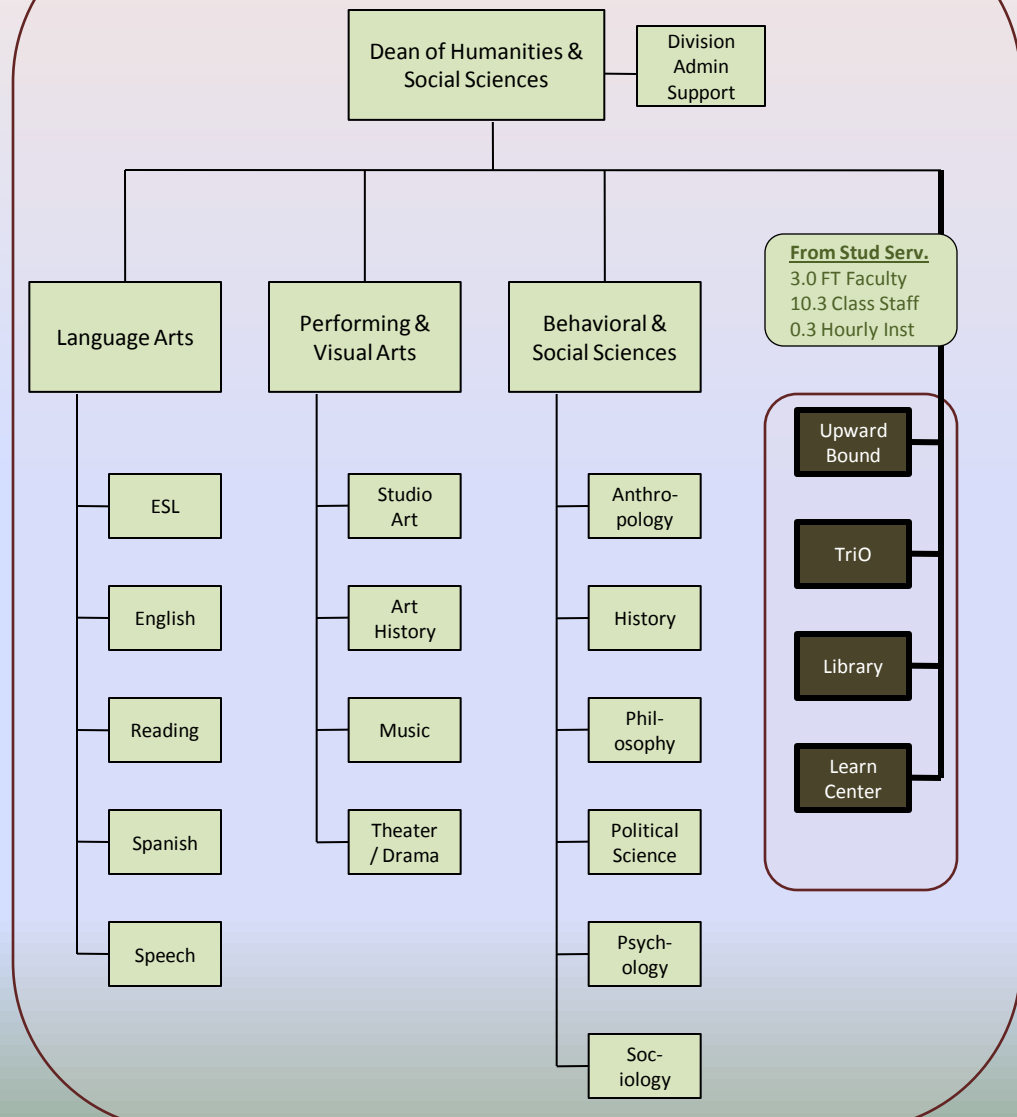
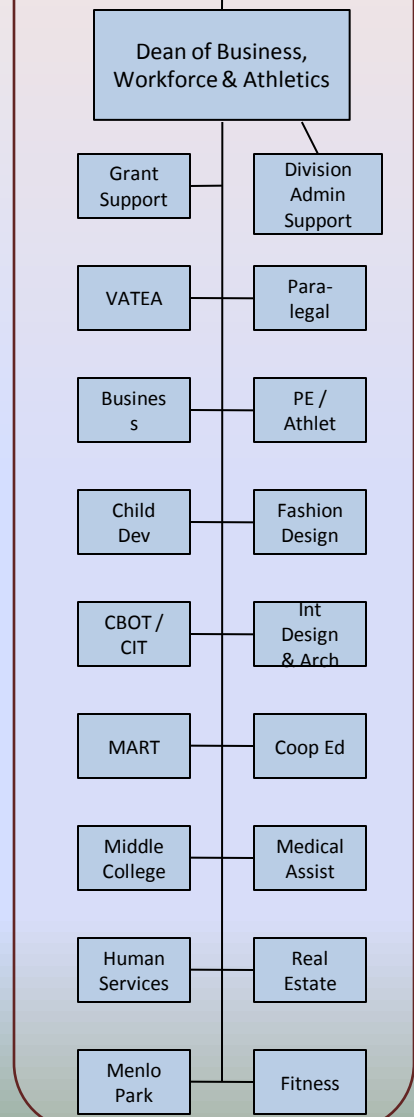
Revised Org Chart



Current Total FTE
 15.3 FT Faculty
 10.2 Classified Staff
 ~ 21 Hourly Instruction

Current Total FTE
 26.5 FT Faculty
 13.3 Classified Staff
 ~ 28 Hourly Instruction

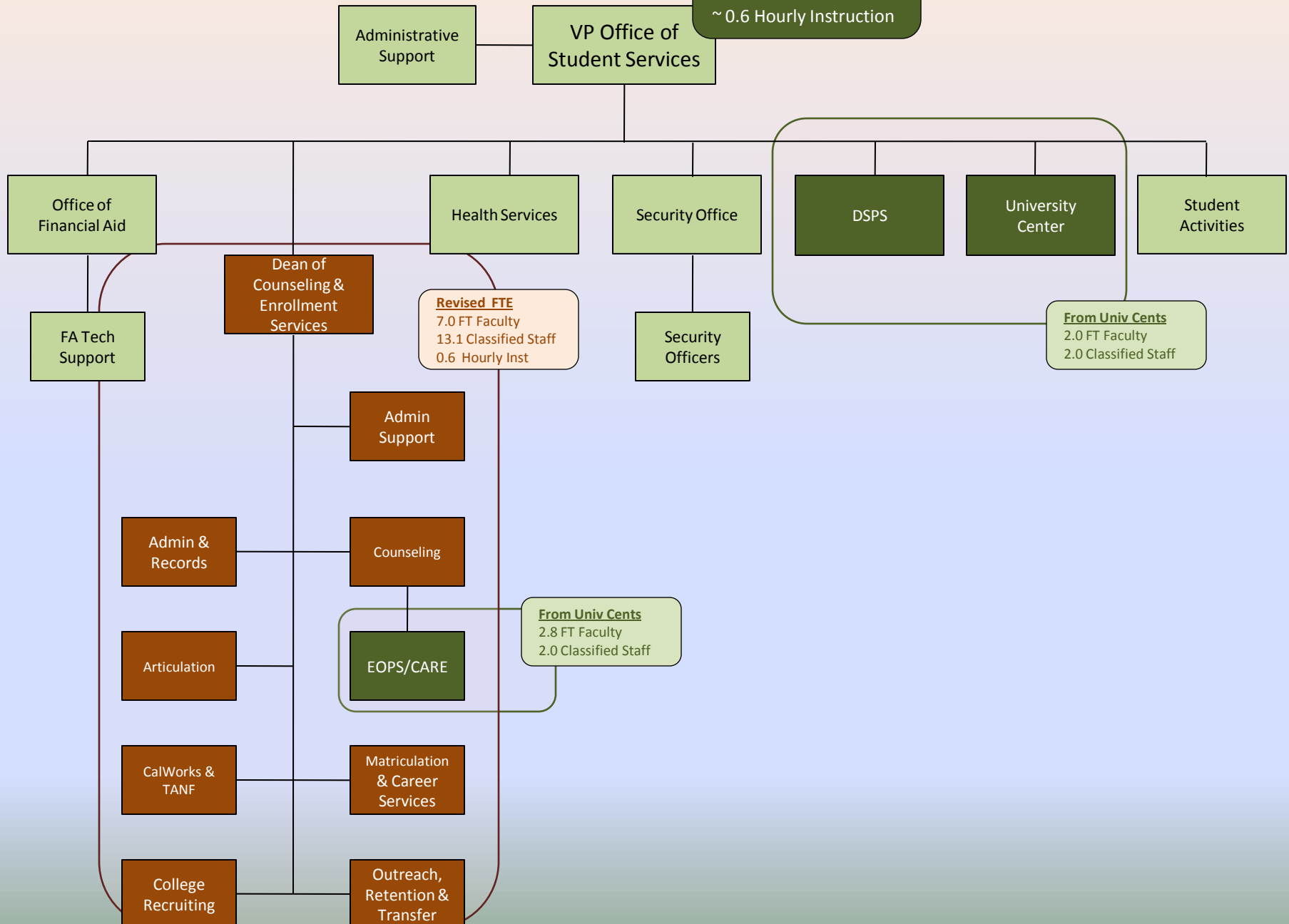
Current Total FTE
 15.2 FT Faculty
 5.1 Classified Staff
 ~16 Hourly Instruction



Note: FTE figures do not include administration, unfilled positions or adjunct/hourly classified personnel.

Revised Org Chart

Revised Total FTE
 10.0 FT Faculty
 21.7 Classified Staff
 ~ 0.6 Hourly Instruction



Note: FTE figures do not include administration, unfilled positions or adjunct/hourly classified personnel.

Questions?