



# FACULTY STAFFING REQUEST FORM

## Qualitative Criteria

**School: Counseling**

**Department: Counseling**

**Position Title (number of requested positions): Full-Time, Tenured-Track Counselor- 1 position**

**Number of FT Faculty in Fall 2021: 5.56 FTE (Counseling only FTE)**

**Number of PT Faculty teaching/*counseling* in Fall 2021: 4.46 FTE (Counseling only FTE)**

**Please submit your responses to the prompts below (no more than 800 words) to the Office of Academic Affairs by October 15, 2021 at 5 PM.**

1. Potential Load and/or Potential Direct Student Contact: (*FTE, Courses, number of sections, student/counselor ratio; no need to submit days/times of teaching schedule at this time*):

Potential Load = 1.0 FTE

Hours Available = 1,100 hours per year

(185 days x 6 hours per day = 1,110 hours per year)

2. Availability of qualified hourly faculty to teach and serve students:

Difficult to find qualified hourly Counseling Faculty because: 1) academic counseling is not taught in graduate programs-must be learned on the job, 2) availability is limited by competing and conflicting schedules at other colleges, and 3) Solano offers lower wages than colleges in the area.

3. Why is it important to have a FT faculty in this role?

Graduation requirements and academic policies vary from college-to-college. As a result, Part-time counselors have misadvised students on Solano requirements and policies- causing frustration for students and a loss of revenue for the college; for instance: 1) degree/certificate denials- critical components of the Student-Centered Funding Formula (SCFF), 2) duplication of services- costing the college twice as much to serve the same student, and 3) students choosing other colleges. Full-time counselors dedicate their time solely to Solano students, programs, policies, and requirements- reducing the likelihood of misguidance and increasing the opportunity to make meaningful connections- and provide the consistency essential to students' success and retention.

Solano Counselors are typically the first point of *personal* connection that students have -the significance of this first impression can impact whether the student decides to attend Solano, the number and types of courses students take, and the programs they consider. Investing in Full-Time Counselors not only benefits students, but all faculty, programs, courses, and the college.

Full-Time counselors are obligated to serve on campus-wide committees and provide "discretionary hours"- that support students and the campus- part-time faculty are not obligated to this requirement.

4. Areas where additional expertise is needed:

With over 5,300 colleges in the U.S. with different transfer requirements, the expertise required of counselors is vast, complex, and constantly changing. Changes to programs and transfer requirements- within *each* of these institutions- requires counselors to remain constantly updated to assist students. Additional expertise is need to meet the needs of transfer students, including evaluation out-of-state and private college transcripts.

Having historical knowledge of changes to course-numbering, program requirements, policy changes, and articulation specifically at Solano is invaluable and cannot be overstated. At the end of 2020-2021, our Veterans and TAP



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counselor retired requiring additional expertise when working with these vulnerable student populations.

5. What will be the impact (students, program, College, other) if this position is not filled?

Students, programs, and the college will be the most negatively impacted. Students will be unable to receive consistent, quality services. Programs are impacted by less-informed counselors. The college will lose revenue due to meeting fewer crucial SCFF metrics and the cost of duplicating counseling services.

6. How does this position help fulfill the mission of the college and our commitment to antiracist practices?

The exact nature of the Counseling role is to meet the mission of the college to “help students achieve their educational, professional, and personal goals.” Hiring Full-Time Counselors will provide equitable access to qualified counselors to support antiracist practices and programs that support DI students, such as A2MEND, incarcerated students, TAP, and more. Hiring a more diverse Counseling Faculty will support antiracist practices also.

7. Other compelling factors not identified in responses 1-7 above:

Counselor workload is complex and intricate- requiring expertise in managing and accessing students’ emotions, needs, abilities, interests, and goals- all while creating customized education plans tailored to each student. For comparison, imagine being required to create an individualized learning plan for *each* student in *each* of your courses- tailored specifically to meet their individual personality, abilities, availability of time and resources, interests, prior learning, and future learning potential- all while explaining policies, procedures, and complex requirements involved in meeting the student/course objectives. Now, imagine doing that with a caseload of approximately 1,207 students (which is outside the SCFA Contract ratio of 1-counselor-to-600-1,000 students). In December, one Full-Time Counselor will be retiring- increasing this ratio.

We do not have Full-Time Counselor coverage for PACE, Guided Pathways, Student Success Teams, Vallejo Village, Vacaville, Travis AFB, TAP, SOAR, First-Year, and other DI populations- a part-time counselor cannot provide the consistency needed to make meaningful connections with students in these areas.

Many of the quantitative “data points” collected for the Faculty Hiring Prioritization Process do not capture the quantitative “data” that represents the vital services that Counseling provides- many of which contribute to the SCFF- such as the number of:

- degrees and certificates earned by students who met with counselors
- abbreviated and comprehensive education plans created
- students transferring
- transcript evaluations provided to incoming transfer students
- students who successfully transition from academic dismissal/ probation back into “good academic standing”
- students who receive counseling services but do not enroll in courses (for personal reasons)
- and more...

Qualified, knowledgeable, and Full-Time Counselors dedicated solely to Solano College students, programs, academic policies, and campus-wide committees benefits not only students, but other faculty, the college, and the SCFF metrics. Providing greater access to full-time counselors for historically DI populations is an equity issue – it is imperative to their success, as well as to the funding needs of the college.



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The position was identified in a previous program review: Yes or **No**

If no, what changed necessitating a request for a full-time faculty member?

In the past 6 years, 10 full-time General counselors retired or resigned- none have been replaced- and one more is retiring in December.