Name of Person Submitting Request:	**Kimberly Miller**
Program or Service Area:	**Early College Program**
Division:	**Academic Success and Learning Services**
Date of Last Program Efficacy:	**New program**
What rating was given?	**N/A**
Current Number of Classified Staff:	FT: **0** PT: **0**
Position Requested:	**Student Services Technician II (2 of 2)**
Strategic Initiatives Addressed:	(1) Increase access: SBVC will improve the application, registration, and enrollment procedures for all students. (2) Promote student success: SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.
Needs Assessment Resources (includes Strategic Initiatives):	https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php

Replacement ☐　　　　　　Growth ☑

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Early College Program requests funding for a full-time Student Services Technician II to focus primarily on the GenerationGo! Career Pathways Program. GenerationGo! is a program that prepares high school students to enter the workforce through career exploration and planning, interview preparation, employment acquisition strategies, as well as communication and workplace skills development. GenerationGo! is a partnership with the San Bernardino County Workforce Development Department, San Bernardino City Unified School District, Colton Joint Unified School District, and Rialto Unified School District.

Currently, the GenerationGo! Program at San Bernardino Valley College is led by the Dean of Academic Success and Learning Services who is aided by several short-term hourly Program Assistants. While the short-term hourly Program Assistants help with the day-to-day assignments, they are limited in what duties they can perform. Consequently, the lack of classified personnel results in many of the required duties falling to either Dean Quach or her secretary. These duties are time-consuming and require constant attention. The current workload capacity limits the program's ability to grow systematically and efficiently. Having a designated full-time Student Services Technician II will allow the GenerationGo! program to receive the proper time and attention that it needs.

The Early College Student Services Technician II assigned to the GenerationGo! Program will oversee the daily operations of the program as well work with the Early College Program Coordinator to create and keep timelines for the program. This position is needed to perform such duties as outreach, recruitment, data tracking, as well as be the first point of contact for their part of the program. Establishing a full-time technician position will free up valuable time to further grow the

program that would not otherwise be available. A Student Services Technician II is crucial in keeping program continuity of service, support, and advocacy in order to sustain and grow the GenerationGo! Program. Without a Services Technician II for GenerationGo!, high school students may lose access to a valuable career resource.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. *(Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)*

According to the current EMP, there were 69 course sections offered through the Early College program in the 2017-18 academic year, which serviced 1,499 students (duplicated enrollment). During the 2018-19 academic year, the program grew to offer 127 course sections, which serviced 2,185 students (duplicated enrollment). This data shows a 180% increase in section offerings and a 146% growth in duplicated enrollment.

3. Indicate any additional information you want the committee to consider *(for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.).*

GenerationGo! course data demonstrates that there were 52 courses offered during the 2017-18 academic year in which 341 unduplicated students registered. In the 2018-19 academic year, there were 100 sections with 750 unduplicated students registered. For the 2019-20 academic year, SBCUSD has indicated that they would like to expand the program to more than 1000 new students from their district. SBCUSD plans on expanding GenerationGo! to every qualifying senior over the next few years. That means the program will need to be able to support more than 3,000 high school students from SBCUSD alone. CJUSD and RUSD also plan on program expansion within their districts. This growth is predicted to continue as more students from each of the three partnering school districts participate. Also, this year, GenerationGo! was featured in the San Bernardino County's Superintendent's State of Education Address.

4. What are the consequences of not filling this position?

The primary consequence of not filling this position is that the staff will not be able to sufficiently meet the demands of the growing program, thus leaving countless high school students without access to critical employability skills. With a highly competitive job market, these foundational job skills are essential in obtaining employment. Without these skills, students may encounter difficulty obtaining a job, thus, impeding their self-sustainability.

A Student Service Technician II dedicated to the GenerationGo! Program will allow full program coverage to meet the needs of all three school districts as they expand the program. Without full coverage, students may lose access to a program that allows them the possibility of acquiring career and technical certificates, work experience, and job training. Moreover, without a Student Services Technician II the GenerationGo! Program will be at a disadvantage to continue to deliver quality program access. The most unfortunate consequence of not filling this position is that the student population that we serve will diminish, and program participation will be constrained.