

# **Initiative Report for Social Science 2009-10**

## **Social Science Testing Lab part-time contracted Position**

### **Summary:**

This will allow the Social Science Testing Lab to be more adequately staffed to meet the high demand of students using the lab to take tests from classes campus wide, especially distance learning.

### **Description**

An ever increasing number of faculty are utilizing the testing lab for their students. Currently the lab is being used by nearly all the full-time faculty and nearly 60% of the part-time faculty in the Social Science Division. The increased use of the lab by Tele-course, Tele-web, On-Line and Live-Interactive Courses, have significantly impacted the workload for the lab. Approximately 40% of the tests proctored currently are for those Distance Learning courses, and as this program increases so will the student and staff demands upon the lab.

The testing lab allows students to take on-line quizzes, mid-terms, final exams, as well as make-up examinations. Use of the lab is important because it gives faculty more time for instruction in the classroom. It provides students with opportunities to test at a time that is more convenient for them. In addition, many special needs students are able to be accommodated in the lab with fewer distractions and extended test taking times not available in most classrooms.

Due to the instability of Federal Work Study and Learn and Earn funding, student availability for coverage has become increasingly more difficult. This request is aimed at providing the testing lab with ample staff coverage, adequate test monitoring, and providing consistent hours of operation. In addition, this position would provide back-up and coverage in case of other staff absences due to illness or other coverage problems.

### **Questions and Answers**

**How is the initiative linked to the Unit Plans most recently submitted?**

- 1. How does it continue the achievement of those goals?**
- 2. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

**How is this initiative linked to the efficiencies and productivities plans you had last year?**

- 1. How does it continue the achievement of these plans?**

**2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

This initiative has been included in the last 2 years of unit plans, but was not funded. The initiative will assist the Social Science Division in continuing to provide a secure space for testing for Social Science students, Telecourse and Teleweb students, and Distance Learning students. In addition it also provides additional avenues to assistance staff whose students might need special accommodations for testing. It was the first priority initiative in last year's Unit Plan.

**Describe the resources needed:**

Funding for a .50 FTE classified Instructor Support Specialist to help staff the Social Science Testing Lab on a more regular basis.

Testing Lab half-time position

**Staffing**

- Salary (\$13257)
- OPE (\$7398)

**What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.**

Outcomes:

- Better access for students in the campus-wide courses using the lab.
- More consistent coverage at peak periods.
- Greater ability to respond to technical and logistical problems.

Measures:

- Better service to students in terms of hours of access.
- Shorter wait times.
- Fewer technical & logistical problems.

**Department Priority:**

2

**Unit Resources:**

**Funding Request: Carl Perkins**

**Funding Request: Curriculum Development**

## **Funding Request: Technology Fee**

### **1. Category of request**

- **Maintain existing technology**
- **Increase student access to technology**
- **New technology**

**Please type in the category of the request in the field below.**

Increase student access to technology and maintain existing technology

### **2. Campus location**

- **Main Campus**
- **Downtown Center**
- **Florence**
- **Cottage Grove**
- **CLC (list specific locations)**

**Please type in the location of the request in the field below.**

Main Campus 4th floor Center room 456

### **3. Names of the person(s) with more information (if needed):**

Ken Murdoff, Carrie Brandt, and Toni Timmers

### **4a. Budget ORGN**

710001

### **4b. Budget PROG**

111000

### **5. How many students will benefit per year?**

Approximately 300-450 per term with increases every year with the introduction of more online and distance learning classes per year campus wide using the Social Science testing lab.

### **6. Describe the benefit?**

- Better Access for students in terms of hours of access.
- Shorter wait times.

- Fewer technical & logistical problems.

**COMPUTER HARDWARE \$**

**COMPUTER SOFTWARE \$**

**STAFFING \$**

20650.00

**INSTALLATION \$**

**LICENSING \$**

**Can this initiative be partially funded?**

Yes

**COMPUTER HARDWARE \$**

**(CH) Explanation of effect of partial funding:**

**COMPUTER SOFTWARE \$**

**(CS) Explanation of effect of partial funding:**

**STAFFING \$**

12000.00

**(S) Explanation of effect of partial funding:**

Timesheet monies would help, but it would not have the same effect as a contracted person to ensure that students have consistent access to the testing lab and to help with technical & logistical problems.

**INSTALLATION \$**

**(I) Explanation of effect of partial funding:**

**LICENSING \$**

**(L) Explanation of effect of partial funding:**