

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2018-2019

Internal Use

#: 4

Requester Name: David M. Johnson

Division Name: Academic Services

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Curriculum and Scheduling Specialist

Position Will Reside in Division/Unit:

Office of the Vice President, Academic Services

Indicate To Whom this Would Report:

Vice President, Academic Services

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position was requested through the RAC process in the fall of 2012 and again in the fall of 2016.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The person in this role would meet the needs of the college by taking on the following key responsibilities:

- 1) Monitoring curriculum development and ensuring the accurate input of all new, revised and inactivated courses into instructional databases;
- 2) Ensuring the accuracy of curriculum and prerequisite codes, load factors, and conformity with District policies and state guidelines;
- 3) Updating and tracking curriculum changes within the Banner system and on the website;
- 4) Confirming the correct calculation of student contact hours as noted in course unit values.
- 5) Analyzing and verifying course information from the Division Deans to set up courses as approved by the curriculum committee;
- 6) Inputting data into Banner to create the course schedule, the college catalog, faculty load sheets, and part-time faculty assignments;
- 7) Overseeing the maintenance and updating of faculty load sheets and contracts;
- 8) Monitoring instructor workloads to assure contract compliance, and serving as a resource to District Human Resources to verify and update faculty teaching records as they pertain to salary;
- 9) Attending College Enrollment Management Committee meetings (CEMC) and assisting with gathering information for CEMC;
- 10) Collecting and inputting data for new rooms, room attributes, and resources into Banner and the scheduling program; assisting Division Deans and others with room searches and room scheduling.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Curriculum and Scheduling Specialist (as a point of information Chabot College employs three Curriculum and Scheduling Specialist positions in the Office of Academic Services).

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

Number of Full-Time Instructors: Fall 2012- approximately 86; Fall 2018- approximately 126; Approximate Growth: 40 additional full-time instructors since Fall 2012
Number of Adjunct Instructors: Fall 2012- approximately 235; Fall 2018- approximately 287; Approximate Growth: 52 additional part-time instructors since Fall 2012
Number of Course Sections: Fall 2012- approximately 936 primary sections; Fall 2018- approximately 1096 primary sections; Approximate Growth: 160 additional sections since Fall 2012

Number of Students: Fall 2012- approximately 8275 students; Fall 2018- approximately 8937 students; Approximate Growth: additional 662 students since Fall 2012

College Enrollment Management:

Academic year of 2013-2014: FTEF 385.13, FTES 6643

Academic year of 2017-2018: FTEF 449.82, FTES 7217

Approximate Growth: an additional 64.69 FTEF & 574 FTES since 2013-2014

Curriculum Growth : Curricular updates have significantly increased over the past three years in compliance with continual State regulations and college compliance.

Estimated Programs:

2017-2018: Modified: 57, New: 21

2016-2017: Modified: 5, New: 5

2015-2016: Modified: 2, New: 1

Estimated Courses:

2017-2018: Modified: 359, New: 71

2016-2017: Modified: 219, New: 53

2015-2016: Modified: 88, New: 51

Estimated Deactivations:

2018-2019 (in progress): 21

2017-2018: 63

2016-2017: 447

2015-2016: 28

And/or provide additional information supporting a need for this position and resulting impact on students or program:

The accurate and timely completion of the class schedule, as well as the workload sheets for the faculty members teaching our courses has a bearing upon nearly every instructional activity. Our students are making decisions about their academic course of study (and, by extension, how they are going to organize aspects of their personal lives) based upon the information that we provide to them. As such it is paramount for this office to disseminate that information to them as quickly and precisely as possible so that they can make informed decisions about their academic goals and priorities. Course cancellations, revisions, and additions can have a significant impact upon a student's academic progress, so it is critical that we are attentive and definitive regarding the class schedule.

Making certain that faculty workload assignment sheets are accurate also has a major impact on individual instructors and the departments in which they teach. This position is responsible in part for ensuring the accurate and timely payment for faculty, verifying and updating teaching assignments to provide for accurate placement on the salary schedule, and resolving errors in the salary schedule report each pay period. Individual programs (as well as the college in general) depend upon the person in this position to provide accurate load reports, as this has a bearing on the work of CEMC/DEMC in terms of FTEF allotment.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

This position is essential to our commitment to meeting one of our key Academic Services Priorities--which is producing a comprehensive Schedule of Classes and College Catalog that meet the diverse and dynamic needs of our students.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

ACCJC Standard III.A.2 (Human Resources) requires that an institution "has a sufficient number of staff and administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purposes." While we have someone in the role who is appropriately prepared and experienced to do the work, the candid reality is that a single individual cannot be expected to do these essential duties alone. By way of comparison, Chabot College employs three Curriculum and Scheduling Specialists within their Office of Academic Services (and they are not three times the size of Las Positas College). This is a critical work that needs to be done as efficiently and effectively as possible, so we need to staff appropriately in this area if we want to meet the mark.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

At Las Positas College we define ourselves--first and foremost--as an inclusive learning-centered institution that provides students with educational opportunities and support. To that end it is incumbent upon us to communicate to our students, community, and stakeholders that we have an array of courses, programs, and degrees to meet their educational needs. Creating a compelling course schedule is the most effective means for communicating that we are providing that access, and the Curriculum and Scheduling Specialist is an integral part of that effort. This position helps us convey to our students that we offer an array of courses, programs, disciplines, modes of instructional delivery, and learning communities to accommodate their varying backgrounds, academic interests, and skill levels.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2016-17).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The following was noted in the program review (New or Replacement Staff Section):

SCHEDULER:

Reason: As LPC has increased in size by the number of full and part-time faculty and the section count scheduled; there has been no increase in assistance to the scheduling process. To increase efficiency, accuracy, and load concerns, there is a need for additional support. Chabot currently has three schedulers and the school is not three times the size of LPC.

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

N/A

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>53,638.00</u>
Estimated Benefits Cost:	\$	<u>29,501.00</u>
Total Cost for Position:	\$	<u>83,139.00</u>

NOTE:

- Full Time = 20-40 hours per week or 50% - 100%
- Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:


Requester
Sharon Davidson
College Administrative Services Technician
Office of Administrative Services

10/10/18
Date

Dean/Unit Administrator

Date

10/10/18
Date


Vice President

10/10/18
Date