



Non-Instructional Position Request Form
2015-2016

Range 39
2015-02

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Curriculum and Student Outcome Assessment Specialist
Division/ Unit: Academic Services

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position: # of 40 hours per week, # of 12 months per year.
Increase an existing funded position: from: 9, 10, 11 month to: 10, 11, 12 month
New categorically funded position: (will be presented as information only & not ranked)

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

Under the direction of the Vice President of Academic Services, this position will perform a variety of specialized work related the operations and functions of the College curriculum and assessment services. The employee will coordinate information and resources for faculty and administrators in preparation of curriculum proposals and assessment documentation to assure compliance with the State and local rules, regulations and policies and accreditation standards.

a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=:The curriculum support needs have increased significantly over the past 5 years with the new Associate Degree, Transfer requirements and the need to update CTE curriculum every two years. The state has also implemented a new Curriculum Inventory system in the past 3 years. The number of programs and approved courses have increased, and C-ID requirements have been added.

Workload unit 2=:Prior to now and currently the Curriculum support has come from the Executive Assistant to the VP, and it is not part of that job description. This means that the Vice President is not fully supported in her position because of the need to attend to curricular issues and demands, nor is the Curriculum Committee and the faculty fully supported in assistance and technical parts of their curriculum work.

How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

- b. your Program Review This would allow the Executive Assistant to return to the duties as outlined in her job description and more fully support the faculty and the Curriculum Committee in curricUNET and SLO work as well as the Vice President especially when there is no longer additional office support.
 - c. our LPC Planning Priorities; There is a direct and significant link from this position to Planning Priorities #2 and #3 which are about providing institutional support for curriculum development and maintenance and about developing processes to facilitate ongoing and meaningful assessment of SLOs. This position will work with the Academic Services Office to do a large part of coordination, facilitation, and tasks of these priorities. It will also assist with Planning Priority #1, the implementing of best practices to meet ACCJC standards.
 - d. other requirements or needs detailed in Master Plans or accreditation Click or tap here to enter text.
2. What other alternatives have been considered in lieu of this position to meet programmatic demands?
 There is not a possibility of doing without the Curriculum Specialist part of this job, but it could be a 3/4th job at 30 hours per week without the SLO Assessment part because that is primarily being managed by a very capable classified person whose work has been redirected to absorb part of the SLO assessment support. Because of the amount of time required, it would be very costly to move the Curriculum and the SLO work to faculty in reassigned time.
3. What is the consequence of not funding this position?
 We will not be able to fully meet our Planning Priorities. As the needs continue to rise in the VP Office and for technical and assisting work in the curriculum arena, more work will not be attended to and service to both areas will suffer. Currently the curriculum process is moving slower than necessary and there are disconnects between the curriculum and the catalog.
4. Has this position or a similar position been presented to RAC previously and in what years? Explain.
 No.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: <u>text.</u>	\$ <u>Click or tap here to enter</u> 52,612	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: <u>text.</u> (50% of salary)	\$ <u>Click or tap here to enter</u> 26,306	
Total Cost for Position: <u>text. Click or tap here to enter text.</u>	\$ <u>Click or tap here to enter</u> 78,918	

Reviewed by & Date SD 9/21/15
 College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):
Mon., Sept. 14, 2015 request to Division Dean by end of business
Wed., Sept. 16, 2015 presented at Division Meeting

Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

R. Brie 9/17/15
Requestor Date Submitted

Reviewed by:

Dean/ Unit Administrator

R. Brie
Vice President

CLASSIFIED EMPLOYMENT OPPORTUNITY

CURRICULUM AND STUDENT OUTCOME ASSESSMENT SPECIALIST

APPLICATION DEADLINE DATE:

Under the direction of the Vice President of Instruction, performs a variety of specialized work related to the operations and functions of the College curriculum and assessment services. The incumbent coordinates information and resources for faculty and administrators in preparation of curriculum proposals and assessment documentation to assure compliance with State and local rules, regulations and policies and accreditation standards.

DUTIES AND RESPONSIBILITIES

- Maintains the college curriculum and corresponding databases especially CurricuNET by coordinating and tracking the curriculum-related documents (courses and programs) from development through Board and Chancellor's office approval as required. Ensures compliance with District policy and state curriculum regulations. Verifies information and assigns appropriate local, state, and federal codes; maintains current knowledge of state regulations regarding curriculum issues.
- Serve as liaison and technical resource to the Curriculum Committee and Student Learning Outcomes and Assessment Committee; assist in the preparation of the agenda and materials; develop and recommend timelines; update curriculum and academic programs websites; attend meetings and take minutes; assistance will be divided equally between curriculum and student outcome assessment processes.
- Review and edit curriculum and assessment documents and course outlines as appropriate; assure compliance of District Board policies and Title V regulations; assist employees in completing on-line course outline forms.
- Provides assistance with preparation of Accreditation report in matters associated with curriculum and learning outcomes.
- May serve as liaison to State Chancellor's Office for college curriculum matters.
- Assist administrators, faculty and others with research for courses and classes, including review of State and local rules, regulations and policies.
- Interpret, explain and disseminate Title V regulations to divisions, administrators, faculty, and staff; compare and contrast changes to Title V regulations and make appropriate adjustments to materials and other resources as required.
- Assist with the preparation, review, printing, distribution and updating college on-line and hardcopy publications including the catalog and handbook.
- Produce various reports as required by state agencies, administrators, faculty and others regarding courses and classes offered by the College.
- Update College's on-line curriculum changes. Update the list of College, IGETC, and CSU general education courses and UC Transfer Courses.
- Enters raw data into spreadsheets for course, program, and instructional learning outcomes assessments.
- Creates meaningful charts from raw data for review of assessment results, as well as other materials.
- Coordinates the management of assessment information from course and program activities, as they relate to assessment action plan implementation.
- Provides technical information, assistance and training to related administrative and instructional support staff users regarding the curriculum and scheduling components of current administrative software.
- Coordinates with Curriculum Chair and Assessment Coordinator; inputs transfer and articulation information as well as learning outcomes data on computer systems and into curriculum or assessment databases
- Maintains database files of College Course Outlines of Record; provides copies to students, faculty and staff as requested.
- Reviews curriculum changes from CIPD to add courses and program learning outcomes to both curriculum and assessment databases.
- Aligns curriculum and assessment databases and reports.
- Perform related duties as assigned;

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university and two years of experience in performing professional level work in the analysis, research and preparation of reports; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.

CURRICULUM AND STUDENT OUTCOME ASSESSMENT SPECIALIST

2. Demonstrated ability to prepare and maintain accurate and complete records.
3. Demonstrated experience and ability interpreting and applying a variety of rules, policies, and procedures relating to operations.
4. Work experience that involves analyzing situations accurately and taking an effective course(s) of action.
5. Ability to establish and maintain cooperative working relationships with others.
6. Experience taking notes at meetings and transcribing them with accuracy.
7. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., MS Office Suite, MS Word, Excel, MS Access and MS PowerPoint), the Internet browser, websites and e-mail.
8. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- College curriculum;
- Title V regulations and related College instructional and student policies and procedures;
- Policies related to student and instructional records;
- Curriculum and student learning outcomes requirements at the community college level;
- Curriculum and learning assessment management systems and databases;
- Specialized functions, activities and operations of an instructional services area;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- College organization, operations, policies and objectives, complex mathematical concepts.

Ability to:

- Speak and write effectively;
- Perform a variety of specialized work related to the operations and functions of the College's curriculum services;
- Interpersonal skills using tact, patience and courtesy;
- Use initiative and judgment while working independently;
- Perform specialized clerical and technical duties in an assigned instructional services area;
- Perform specialized technical duties in support of program activities;
- Set and meet deadlines, to learn articulation requirements and terms, answer telephones and greet the public courteously;
- Assemble, research, organize and prepare data for records and reports;