LAS POSITAS
COLLEGE

Range ?

Informational only

Division/ Unit: Student Services

Position Classification Requested: Student Degree Audit/Student Education Planning Coordinator

Please indicate if this is a request for / to:
☐ Fill a currently vacant position *(Must attach District job description; see Sharon Davidson for assistance)*
☐ Increase of an existing position *(Must attach District job description; see Sharon Davidson for assistance)*:
      from: ☐ 9, ☐ 10, ☐ 11 month   to: ☐ 10, ☐ 11, ☐ 12 month
      from: _____ %   to: _____ %
☐ New position *(Must attach proposed job description)*:
      # of __40__ hours per week, # of __12__ months per year

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	$ 62,303.00	****NOTE**** **Full time** – 20 (50%) to 40 (1.00%) hours per week
Estimate Benefits Cost: (50% of salary)	$ 31,151.00	**Regular Hourly** – 18 (50%) hours or less per week
Total Cost for Position:	$ **93,454.00**	
SSSP Funding		

10/22/14
SD Review / Date

Justification:
Why is this position necessary?
This position will (1) assist in the planning, implementation, and evaluation of the College's Student Success and Support Plan (SSSP) in areas related to Degree Audit/Student Education Planning. The incumbent will also (2) work collaboratively to develop systems to support efforts to increase degree and certificate completion; (3) ensure priority enrollment systems meet SSSP mandate requirements; and to (4) provide continual training and workshops to end users and students on the use of DegreeWorks/Student Education Planning systems. Additionally, the position will (5) serve in a lead capacity in creating processes to ensure evaluations and incoming transcript course-to-course articulation methods are efficient and responsive to SSSP mandates for SEP development.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

The implementation of DegreeWorks (Student Audit System) will strengthen College efforts to meet the SEP requirement as mandated by SSSP funding guidelines. Furthermore, DegreeWorks (Degree Audit system) will enhance student's awareness of progress toward their stated certificate/degree/transfer goals. Program Reviews within Student Services (Counseling, Financial Aid, Veterans, and Admissions & Records) and the SSSP plan submitted to the State have clearly noted DegreeWorks as a key system that will support SEP development which will enable students to have an immediate assessment of progress toward educational goal.

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

The Coordinator will work in Student Services, Bldg 1600 and report to the Dean of Enrollment Services.

What *is the consequence of not funding the position?*

As stated in the California State Chancellor's website: "Student Success & Support Program (SSSP) is a process that *enhances student access* to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The *goals* of Student Success & Support Program are to *ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up."*

The SSSP mandate requires the College to develop processes to ensure students meet the 3 core services of assessment, orientation and student educational planning. The State has made a considerable investment in the community college system to enhance student success. Continued funding from the State will require the College to demonstrate progress toward meeting SSSP goals. This position is critical to implementing and sustaining a DegreeWorks system that will help the College address the SEP requirement while supporting student pathways to academic success.

What alternative approaches have been considered in meeting the programmatic demands of this request?
Currently, the College does not have a position that addresses the duties and responsibilities noted in the proposed Degree Audit/Student Education Planning System Coordinator. Scribing (coding of catalogues/addendums into DegreeWorks software system) has been funded with other resources in the past. At that time, the part-time evaluator was compensated on an over-time basis to complete the work. Chabot College is also considering this position as essential to meeting the SSSP mandate.
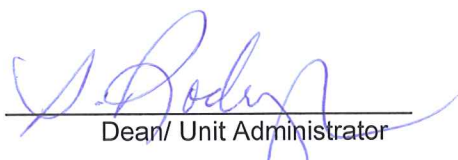
How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?
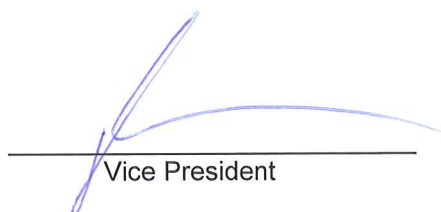Students will have a tool to help them assess progress toward stated educational goals; undecided students may become better informed on major options (using the system "what-if" feature); the evaluations area will have a more streamlined, efficient approach to evaluations (using DegreeWorks) that will then allow more critical support in course-to-course articulation of work completed at other institutions. This information will be included in the DegreeWorks audit system to provide students with a complete picture of work accepted toward College certificates/degrees. The goal is to increase completion rates and student success with a support services and process that will benefit the students, counselors, evaluators, and help support compliance with SSSP.

What other personnel currently provide support to this program and these students?
ITS has uploaded the latest version of DegreeWorks for testing. The system is operational – the College needs the staffing to move this program forward.

Signatures:

Sylvia Rodriguez
Requestor

_J. Rodr___
Dean/ Unit Administrator

_____
Vice President

Completed requests are <u>due</u> to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.

D R A F T

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

DEGREE AUDIT/STUDENT EDUCATION PLANNING SYSTEM COORDINATOR
(Range 47)

SUMMARY DESCRIPTION
Under direction of the Director of Admissions & Records (Chabot College) or Dean of Enrollment Services (Las Positas College), this position assists in the planning and implementation of the College's Student Success and Support Plan in areas related to Degree Audit/Student Education Planning. The incumbent will also work collaboratively to develop systems to support efforts to increase degree and certificate completion; ensure priority enrollment systems meet SSSP mandate requirements; and to provide continual training and workshops to end users and students on the use of DegreeWorks/Student Education Planning systems. Additionally, the position will serve in a lead capacity in creating processes to ensure evaluations and incoming transcript course-to-course articulation methods are efficient and responsive to SSSP mandates for SEP development.

DISTINGUISING CHARACTERISTICS
Position in this classification will work with a high degree of autonomy that requires extensive knowledge of the DegreeWorks software application and functionalities, SSSP implementation guidelines and requirements, and broad experience in degree and certificate evaluations. Furthermore, the position will serve in a primary role in the oversight of the DegreeWorks/Student Education processes; working collaboratively with ITS, counselors, evaluators, and students to ensure quality and accurate data output and compliance with college catalog, degree and certificate requirements. The incumbent will also work closely with the Chabot College counterpart in identifying catalog and rubric issues that may impact student access to courses, registration,

DEFINITION

REPRESENTATIVE DUTIES

1. Perform a variety of specialized, analytical and technical duties involved in the development, testing and maintenance of the degree audit/student education planning system.

2. Provide educational workshops for students on the use of the degree audit/student education planning system.

3. Create and maintain an online tutorial for students to access on how to use the system. Tutorial would have equivalent information as those workshops offered in-person.

4. Develop and maintain a list of DegreeWorks technical/programming issues and their resolution to appropriately catalogue discrepancies for future software upgrade reference.

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5. Ensure DegreeWorks upgrades properly reflect any changes made in the prior program to maintain ongoing system integrity

6. Liaison with academic services to verify degrees and certificates are properly categorized and noted in the College Catalog. Produce matrices of college degrees and certificates; assist in catalog production preparation.

7. Ensure the College's major list accurately reflects all current majors offered by the college; ensure appropriate set-up in Banner, CCCApply and DegreeWorks

8. Develop and maintain a procedures manual for the position. Create and maintain procedural documentation of degree audit system.

9. Investigate and recommend software that will improve efficiency and accuracy of course-to course articulation evaluations.

10. Develop systems and processes to support SSSP efforts to increase degree and certificate completion;

11. Assist in the assessment of evaluator workload implications due to the implementation of DegreeWorks;

12. Work collaboratively with Director/Dean to ensure priority enrollment system meets SSSP mandate requirements.

13. Precisely encode degree and certificate requirements using Scribe programming language on an ongoing basis. Scribe catalog and addendum course information.

14. Codify, store, maintain and validate data values in tables within degree audit/student education planning system.

15. Creatively adapt Scribe logic to accommodate unique situations and provide imaginative solutions to complex encoding requirements.

16. Test, maintain and debug the degree audit/student education planning system, detecting and troubleshooting failures, developing and deploying workable solutions to problems as encountered.

17. Serve as a liaison to counselors and evaluators in using and interpreting the Degree Audit system; serve as a resource regarding degree certification policies and procedures; provide on-going training to student services staff who will be utilizing the degree audit/student education planning system.

18. Provide a wide range of user-support functions, including responding to user inquiries and issues on a daily basis; develop and deliver training and informational programs and materials tailored to students and personnel.

19. Provide workshops for special student populations who will be required to submit DegreeWorks data output to establish or to continue eligibility for program services.

20. Generate reports utilizing degree audit student data to assist in enrollment management and student education planning.

21. Identifies and implements changes to Degree Audit Program arising out of decisions made by the Academic Senate, Curriculum Committee, and/or other related groups.

22. Analyze software data output to ensure accuracy and compliance with college procedures and degree/certificate requirements. Performs complex computer software analysis, process mapping, training and documentation for the degree audit program

23. Attend webinars and conference sessions to keep up to date on the latest encoding techniques and best practices.

24. Communicate with college personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

25. Coordinate with Counseling, Articulation, Academic Services to ensure accuracy of requirements and core curriculum data.

26. Collaborate with staff, counselors and administrators to resolve complex issues related to degree audit/student education planning system.

27. Work collaboratively with all academic units other areas and individuals as necessary to ensure that the system operates efficiently and effectively.

28. Work collaboratively with ITS to resolve software issues.

29. Attend and participate in various meetings, work groups and committees as assigned.

30. Periodically support evaluations during peak times; and act as key resources for course to course articulation questions.

31. Perform additional complex tasks relative to assigned area of responsibility.

MINIMUM QUALIFICATIONS

Knowledge and Skills:

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1. Knowledge of and ability to interpret and explain rules, regulations, procedures, and policies regarding community college courses, curriculum, graduation and transfer requirements.

2. Familiarity with community college credit evaluation policies and procedures.

3. Ability to analyze and solve software issues.

4. Excellent logical and organizational skills, attention to detail and ability to formulate logical solutions to complex problems.

5. Capable of developing logical tests to verify that the system meets performance criteria.

6. Flexibility to adapt to computer software application upgrades.

7. Knowledge of degree and certificate evaluations and course to course articulation.

8. Excellent oral and written communication skills.

9. Ability to establish and maintain cooperative and effective relationships with peers, department personnel, faculty, staff, students and administrators.

10. Ability to design and deliver training programs to end users.

11. Ability to stay informed and up to date regarding curriculum changes.

12. Banner experience is preferred.

13. Ability to work independently with little direction.

Education and Experience:

Bachelor's degree from an accredited college or university; at least one year experience related to the duties and responsibilities specified.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail. This is a categorically funded position and continuance of employment is based on availability of funding.