



Non-Instructional Position Request Form
2014-2015

Range 35

Informational only

Division/ Unit: Student Services/Admissions & Records

Position Classification Requested: Student Records Evaluator

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 20 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)	\$ <u>23,127.00</u>	**NOTE** Full time – 20 (50%) to 40 (1.00%) hours per week Regular Hourly – 18 (50%) hours or less per week
Estimate Benefits Cost: (50% of salary)	\$ <u>11,563.50</u>	
Total Cost for Position:	\$ 34,690.50	
SSSP Funding	_____	

10/22/14 SD
SD Review / Date

Justification:

Why is this position necessary?

This position will assist in the implementation of the College's Student Success and Support Plan (SSSP) in areas related to Degree Audit/Student Education Planning. To address the SSSP mandate of comprehensive SEPs for students, a part-time evaluator position is needed to provide upfront evaluation of transcripts (from other institutions) to ensure not only accurate placement, but an accurate assessment of courses needed for the student to complete their educational goals. Due to SSSP, the demand for an evaluation of courses completed at other institutions will increase significantly to provide students and counselor with an accurate record of student's transfer work that will support a comprehensive SEP. Therefore, this part-time position will enhance evaluations processes to promote a more timely response for students and counselors who need this vital information for SEP development.

The implementation of DegreeWorks (Student Audit System) will strengthen College efforts to meet the SEP requirement as mandated by SSSP funding guidelines. As part of this on-line degree audit and system for creating student educational plans, an essential component is the evaluation of transcripts from other colleges. Neither the degree audit system, nor the SEP can be completed without the evaluation of courses.

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 Student Records Evaluator is critical in supporting all students enrolled at Las Positas College as well as assisting faculty, staff, and administrators. The part-time evaluator position will strengthen College efforts to meet the SEP requirement as mandated by SSSP funding guidelines. The position will support continued updates to the DegreeWorks (Student Audit) system by scribing (coding) course/degree/certificate requirements noted in catalogues/addendums. The scribing will completed on an ongoing basis to keep the information current and to ensure student degree audits are accurate. The position will also enter course-to-course equivalencies in the Banner/DegreeWorks systems. Program reviews within Student Services (Counseling, Financial Aid, Veterans, and Admissions & Records) and the SSSP plan submitted to the State have clearly noted the need for a Student Records Evaluator to support DegreeWorks and the evaluation of transfer credit for course to course equivalencies.

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

The Student Records Evaluator will work in the Admissions and Records Office (Bldg 1600) and will report to the Dean of Enrollment Services. No special equipment/facilities needs will be required.

What is the consequence of not funding the position?

As the College moves toward fully implementing the SEP requirement to maintain compliance with SSSP guidelines, the demand for evaluations of coursework completed at transfer institutions will significantly increase. Without the part-time position, the evaluators (2 full-time) will not be able to provide timely evaluations that are needed for SEP development.

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.

What alternative approaches have been considered in meeting the programmatic demands of this request?

During Academic Year 13/14, RAC approved increasing the .5 Student Records Evaluator position to 1.0. The additional 20 hours are funded through SSSP and are dedicated to support efforts to evaluate transfer coursework. However, the number of students who require this service cannot be accommodated with the limited number of hours available. The implementation of DegreeWorks and SSSP mandates will require this service to become even more of a priority. For example, Fall 2014 census statistics indicate approximately 1,364 students were either a first-time transfer (700) or returning transfer (664). Although, it is difficult to define the number of students who would be requiring an evaluation – the number still reflects a significant workload. Therefore, it is critical to increase the evaluations support area to address this programmatic demand with an additional part-time employee.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

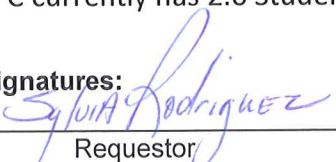
Students will see timely responses for AA/AS Degree and Certificate evaluations. In addition, students will know in advance what transfer courses meet LPC certificate/degree/transfer requirements. This will be extremely helpful information for SEP development with counselors and will ensure student degree audits (DegreeWorks) provide a complete picture of coursework completed.

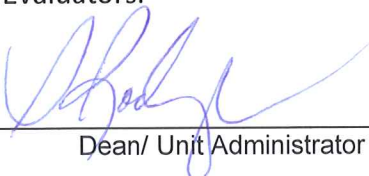
From a program improvement perspective, the evaluations area will have a more streamlined, efficient approach to evaluations (using DegreeWorks) that will then allow more critical support in course-to-course articulation of work completed at other institutions. This information will be included in the DegreeWorks audit system to provide students with a complete picture of work accepted toward College degrees and certificates. The goal is to increase completion rates and student success with support services and processes that will benefit the students, counselors, evaluators, and help support SSSP compliance.

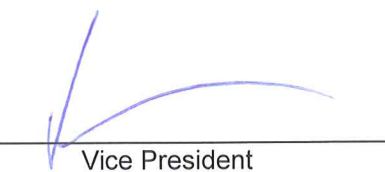
What other personnel currently provide support to this program and these students?

LPC currently has 2.0 Student Records Evaluators.

Signatures:


Requestor


Dean/ Unit Administrator


Vice President

Completed requests are due 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.

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

STUDENT RECORDS EVALUATOR

Definition:

Under general supervision of the Director of Admissions & Records/Registrar, the employee evaluates courses from this and other institutions, agencies and military schools in relation to the completion of District graduation, certificates, general education breadth and IGETC and other requirements; performs related work involved with the awarding of A.A. degrees and certificates and the transfer of students to other institutions; and assists with clerical duties involved in the work of Admissions and Records.

Representative Duties:

1. Evaluates high school and college transcripts for certificate completion or graduation from the College;
2. Verifies completion of general education and IGETC requirements for transfer to a California State University or College;
3. Reviews courses and units completed; verifies level, content, unit value and grading system of courses from catalogs of other institutions;
4. May initiate correspondence;
5. Determines credit to be granted toward meeting specific requirements;
6. Reviews complex problems with supervisor, applies college policies in the interpretation of college requirements and explains basis for evaluations made;
7. Makes final check that all degree requirements have been met by graduating students;
8. Makes preliminary evaluation of applications for special programs and other non-routine situations;
9. Evaluates special tests, courses and military experience for credit;
10. prepares degrees, graduation lists and reports; participates in all other admissions, registration and records maintenance activities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office methods, procedures and equipment including personal computers and computer terminals;
2. Basic mathematics;
3. English usage, grammar, spelling and punctuation;
4. Pertinent rules, regulations and policies relating to evaluation of transcripts.

Skills in:

1. Reading, understanding and interpreting college catalogs and course content; following written guidelines and rendering instructions from certificate personnel;
2. Reading, interpreting and applying specific rules, laws and policies with consistency and judgment in a variety of situations;
3. Performing responsible and difficult clerical work with accuracy and speed;
4. Preparing reports and correspondence;
5. Typing at a net rate of 45 words per minute;
6. Operating office equipment such as a personal computer, computer terminal, calculator, fax, and computer printers;
7. Maintaining and updating evaluation records;
8. Establishing and maintaining cooperative and effective working relationships and meeting the public with courtesy and tact.

Education and Experience:

Completion of formal or informal education in a related area which has provided the knowledge and skills to perform the duties AND four years of progressively responsible general clerical and records experience, preferably including transcript evaluation in a college admissions and records office, or an equivalent combination of related college-level education and experience.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

PST

Revised by Board of Trustees on October 21, 1997

Effective: July 1, 1997

Job Family: Clerical-Secretarial-Fiscal
(sreval.doc)