



Non-Instructional Position Request Form  
2015-2016

Range 57

2015-22

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: Student Records Evaluator

Division/ Unit: Student Services/Enrollment 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:  
40 hours per week, # of 12 months per year.
- Increase an existing funded position:  
from: 9, 10, 11 month to: 10, 11, 12 month  
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
- New categorically funded position: (will be presented as information only & not ranked)  
# of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

**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.

Location: Admissions & Records Office, Building 1600

Reports: Dean of Enrollment Services

A&R Personnel: J. Armstrong, J. Lawes, J. Cantua, J. Santos, D. Earney, M. Pena-Bradford, Administrative Assistant (vacant)

Definition: Under general supervision of the Dean of Enrollment Services, the employee performs a variety of complex and varied tasks that support the evaluation of incoming transcripts, degrees and certificates to meet college and transfer requirements. *Emphasis will be on the evaluation of incoming transcripts for transfer, certificate, and degree credit.* This position will assist in the College's Student Success and Support Plan (SSSP) in areas related to Student Education Planning (SEP). To address the SSSP mandate of comprehensive SEPs for students, *a full-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 education goals.* Due to SSSP, the demand for an evaluation of courses completed at other institutions has increased significantly to provide student s and counselor with an accurate record of student's transfer work that will support a comprehensive SEP. Therefore, this full-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.

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

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 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.

- a. Program Review: The Student Records Evaluator is critical in supporting all students enrolled at Las Positas College as well as assisting faculty, staff, and administrators. The full-time evaluator position will strengthen College efforts to meet the SEP requirements as mandated by SSSP funding guidelines. The program review clearly notes the need for evaluator positions to support SSSP and incoming transcript evaluation.
- b. LPC Planning Priorities: (1) Establish regular and ongoing processes to implement best practices to meet ACCJC standards (2) Develop process to facilitate ongoing meaningful assessment of SAOs and integrate assessment of SAOs into college processes.
- c. Other requirements or needs detailed in Master Plans or accreditation: Program reviews within Student Services (Counseling, Financial Aid, Veterans, and Admissions and 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.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?

During the Academic Year 2013/14, 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 a full-time employee.

4. What is the consequence of not funding this 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 full-time position, systems (Banner and DegreeWorks) to provide timely evaluations that are needed for SEP development cannot be addressed. 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.

5. Has this position or a similar position been presented to RAC previously and in what years? Explain.

During the Academic Year 2013/14, RAC approved increasing the .5 Student Records Evaluator position to 1.0. The increase was in response to the SSSP mandate. However, as the requirements for implementation of both the SSSP plan and DegreeWorks have become more evident – it is critical to provide additional support in the evaluations area to meet student and program needs as well as SSSP mandates.

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

<b>Estimate Increase/ Proposed Annual Salary Cost:</b>	\$ 47,662.00	<b>**NOTE**</b> <b>Full time</b> = 20-40 hrs. per week or 50%-100%. <b>Regular Hourly</b> = 18 hrs. or less per week (<50%).
<b>Estimate Benefits Cost:</b> enter text. (50% of salary)	\$ <u>Click or tap here to enter text.</u> <u>23 831</u>	
<b>Total Cost for Position:</b> enter text. <u>Click or tap here to enter text.</u>	\$ <u>Click or tap here to enter text.</u> <u>71 493</u>	

Reviewed by & Date SPD 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:**  
[Signature] Requestor      9/21/2015 Date Submitted

**Reviewed by:**  
[Signature] Dean/ Unit Administrator      [Signature] Vice President

# CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## 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)