

# Limited-duration Grant-funded Special Assignments

Form Submitted by: **Matthew Long**

Date: **September 12, 2024**

Department/Office: **President's Office**

Grant Duration: **2022-2026**

Project Title: **Program Mapping and Interest Areas Coordinator, Guided Pathways**

## **Project Description**

Implementing major and program maps, along with academic and career interest areas, will empower SRJC faculty to present academic pathways in a way that is more manageable and understandable for students. Faculty coordination of this process ensures that program design is clear and relevant, which will help eliminate confusion in course selection, support students in adhering to their academic goals, and succeed on their chosen pathways.

The GP Program Mapping Coordinator will provide coordination in aligning SRJC's Guided Pathways with the expertise of faculty members. This includes assessing program mapping, reducing time-to-completion, and designing student-first scheduling that reflects the faculty's commitment to diversity and equity. This faculty-driven effort is particularly focused on addressing the needs of racially minoritized students and ensuring equitable outcomes across the college.

## **Desired Skills, Knowledge and Experience for the Assignment:**

### **Planning and Coordination**

1. Experience in planning and coordinating equity-focused college-wide events, ideally with experience planning professional development activities.
2. Good organizational skills and a demonstrated ability to plan and follow through on projects.

### **Communication Skills**

3. Exceptional written and verbal communication skills.
4. Willingness and ability to work closely with the Academic Senate and appropriate administrative offices.
5. Ability to work with various campus constituencies and offices.

### **Professional Development and Knowledge**

6. Participation in faculty professional development activities.
7. Demonstrated knowledge of Guided Pathways inquiry with an equity-minded practice and student-ready mindset.

### **Commitment to Outcomes**

8. Commitment to ensuring the outcomes of the GP Work Plan are completed.
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## **Essential Functions for the assignment include:**

### **1. Committees and appointments**

- a. Serve as a member of the Guided Pathways Workgroup
- b. Work with the GP Faculty Coordinator and GP Administrator to complete Program Mapping and Interest Areas development
- c. Serve as a member of any special workgroups or task forces identified as part of mapping or academic and career interest areas development at SRJC.

### **2. Professional development**

- a. Stay current in Guided Pathways best practices in mapping and pathways creation and ensure that Guided Pathways information is disseminated effectively through the campus community with an equity mindset.

#### **b. College connections**

- c. Assist GP Administrator to produce meaningful public communication about program mapping, scheduling and pathways creation.
- d. Work with the GP Administrator to regularly communicate Program Mapping activities and updates to the GP Lead Coordinator, the GP Leadership workgroup, the Academic Senate, and other constituent groups.

### **4. Specific deliverables from the workplan**

- a. Work with the GP Administrator and GP Faculty Coordinator to implement the recommendations of Program Mapping and Academic/Career Interest areas, which will include responsibilities to:
  - Assist in the preparation and planning of program map activities, timelines, schedules and creation of pathways/interest areas related to Guided Pathways.
  - Assist in the development and facilitation of equity-minded mapping activities.
  - Work with the appropriate department chairs, discipline experts, and faculty to develop full and part-time student program maps for programs
  - Facilitate the development of academic/career interest areas and incorporation of existing programs into said interest areas.

## **Compensation Structure**

This position will receive 30% percent reassigned time each semester. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect hours worked. Assignments outside of the regular semester are contingent on funding and will be paid on an hourly basis as approved by the Guided Pathways administrator.

## **Term**

From selection date in fall 2024 to May 24, 2025, with the possibility of additional summer 2025 hours, and a renewal for following term, subject to project completion and annual review of funding, job responsibilities, and availability of the position holder.

## **Reporting**

Program Mapping and Interest Areas Coordinator reports to the Guided Pathways Administrator

## **Selection Process**

### **1. Eligibility:**

- Regular (tenured) faculty members and Associate Faculty members with offer rights are eligible to serve in this special assignment position.

**2. Call for Applicants:**

- The VPAA/SS will email an open call to all regular faculty members to solicit interest. Eligible faculty members will complete an interest form, which will include how the faculty member meets the desired skills, knowledge and experience for the position.

**3. Selection:**

- The VPAA/SS, or designee, will convene a three-person committee of administrators, faculty, and/or classified staff to review completed interest forms, select candidates with whom to meet, and make a recommendation for the final selection by the VPAA/AS.

Received by AFA: Nov. 7, 2024 KFT/ss