

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: **Faculty Coordinator, Guided Pathways**

Project Description

The Guided Pathways Coordinator will be responsible for providing leadership and guidance for Guided Pathways faculty work, ensuring the work is student-centered and prioritizes equity and values diversity. The GP Faculty Coordinator will work with the Guided Pathways Administrator to implement SRJC's Guided Pathways Workplan. This is intended to be a limited-duration role.

Desired Skills, Knowledge and Experience for the assignment:

- 1. Academic and Professional Qualifications:**
 - a. Significant Teaching Experience
 - b. Participation in Professional Development Activities
 - c. Demonstrated Facilitation and Collaboration Skills
 - d. Demonstrated Coordination and Project Organization Experience
 - e. Demonstrated Collaboration and Teamwork with College Constituent Groups
 - f. Knowledge and Commitment to Student Success
- 2. Data-Driven Decision Making:**
 - a. Proficiency with Data, the Utilization of Research-based Evidence, and Analytical Skills
 - b. Experience with Assessment
- 3. Commitment to Equity and Inclusion:**
 - a. Demonstrated Commitment to Inclusion, Diversity, Equity, Anti-Racism, and Accessibility
 - b. Cultural Competency in Working with our Diverse Community
- 4. Innovative and Forward-Thinking:**
 - a. Demonstrated Openness and Effectiveness in Innovation
 - b. Commitment to Continuous Improvement
- 5. Institutional Knowledge and Alignment:**
 - a. Knowledge of Institutional Policies, Procedures and Culture
 - b. Understanding of the Alignment with Institutional Goals, Initiatives, and Plans

Essential Functions for the assignment include:

1. Committees and workplan implementation

- a. Serve as the institution's Guided Pathways Liaison to the Academic Senate for California Community Colleges (ASCCC)
- b. Coordinate efforts to implement the Guided Pathways workplan that pertains to activities under faculty purview across to provide consistency, an equity mindset, and a student-centered focus
- c. Serve as a faculty member of any special workgroups or task forces identified as part of pathways development at SRJC
- d. Coordinate the Student Advisory Squad, with the assistance of the GP Administrator

2. Professional development

- a. Stay current in Guided Pathways best practices, including attending conferences, and ensure that Guided Pathways information, including pedagogical resources, is disseminated effectively through the campus community with an equity mindset.
- b. In collaboration with the GP workgroup, facilitate forums for Guided Pathways implementation with constituency groups, including students

3. Communicating and connecting

- a. In collaboration with the GP workgroup, provide feedback on the content and development of a monthly newsletter (or other formal communication device).
- b. In collaboration with the GP workgroup, prepare and present informational sessions, documents, and other promotional materials for the college and departments to inform them about Guided Pathways events including those which prioritize equity and student-centered success and outcomes. Conduct individual outreach as needed
- d. Serve as a resource for faculty, individually and collectively, as they explore the impacts of Guided Pathways implementation in their programs.
- e. Develop a repository of resources related to guided pathways implementation for faculty
- f. Provide updates on the implementation of guided pathways to the Academic Senate, Classified Senate, and college committees as needed to advance the inquiry of Guided Pathways

4. Reporting

- a. Collaborate with the GP Administrator and workgroup to prepare required reports during the implementation period
- b. Collaborate with the GP Administrator and workgroup, to conduct an annual review and develop updated versions of the Guided Pathways Work Plan
- c. Regularly report Pathways Committee action items and updates to the Academic Senate Executive Council during the implementation period

Compensation Structure

This position will receive 50% 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

The Coordinator, Guided Pathways reports to the Guided Pathways Administrator.

Selection Process

1. Eligibility:

- Regular (tenured) faculty members 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: