

2018-2019

**Program Review & Planning
Request for Full-Time Faculty Position**

Please upload and submit this completed form through the SurveyMonkey program review module.

Note: Staffing Prioritization Task Force will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.

Department	Learning Assistance (Tutoring)
Position Title	Learning Assistance (LA) Faculty Coordinator

1. How will this position specifically support one or more of the College's four strategic priorities? (Rubric Criterion 4)

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

Learning Assistance (Tutoring) is a critical part of Acceleration, Guided Pathways (Pillars 3 and 4) as well as Student Validation and Engagement and Organizational Health. Learning Assistance (LA) is a proven intervention that supports student success. In a recent student survey at Cuyamaca College, we found that students who engage with LA are less likely to drop their classes or even drop out of school. As such, we help the college maintain enrollment and assist instructors in meeting students where they are at. Professionalized LA keeps students engaged, supports classroom learning, and builds confidence in students. In working closely with faculty, LA becomes a critical student support service that can help students stay on their chosen path and help faculty to ensure students are learning. In support of Organizational Health, this position ensures that we have critical oversight of operational items such as budget, hiring, Workday issues, daily work direction in the centers, as well as programmatic and planning items, such as ensuring that the centralized tutoring model is intact, writing program review and annual updates and evaluating programs and services. In addition, Learning Assistance is required for Accreditation purposes and this role will help to ensure we are offering these services in the best way possible to support student success.

2. Describe why this position is essential to your program and/or service area. How will this new position improve student learning and achievement? (Rubric Criterion 3)

(200 words or less)

The LA Coordinator would represent, coordinate and provide the leadership necessary to foster professional growth and implement the philosophy and mission of all tutoring on campus. In addition to overseeing online LA, the coordinator would facilitate all center operations by directing and coordinating the activities of classified employees in the centers and working closely with the assigned administrator. The position would serve as a campus liaison to faculty, staff and administrators for all LA services and coordinate the planning process, including program review, research requests, ongoing training, tutor evaluations and other projects as needed.

In 2014, the Academic Senate made a resolution that all tutoring on campus must go through one of the established LA Centers on campus. In addition, in 2017-2018 the college committed 100% reassign time to a faculty member to align all three centers (ARC, STEM, Writing). This pilot was continued for 2018-2019 and the college now needs to decide whether to continue supporting centralized tutoring and thus continuing this role. The current Faculty LA Coordinator has made tremendous progress in aligning the centers and streamlining operations, including hiring and training, across centers. This approach assures that all LA services offered to students on campus are professionalized and have consistent oversight and evaluation and thus make a bigger impact on student success.

3. How has the lack of this position impacted your program and/or service area? What will be the impact to the program and/or service area if this position is not filled? (Rubric Criterion 3)

(150 words or less)

If this position is not formalized by the college, it should be able to continue as a Reassign Time (RT) position. The challenge with RT positions is that the person serving in the role can rotate every two years. If this occurred, it would be extremely disruptive to the operations of the centers and would seriously damage the significant progress that has been made on streamlining and centralizing Learning Assistance on campus to date. It is also important to note that the Learning Assistance Coordinator should be a faculty position. It is critical for this person to understand what it means to be in the classroom and be able to converse with faculty in their domains. While the dean and the classified staff play essential roles in supporting Learning Assistance, the coordinator role is pivotal in ensuring faculty buy-in to the services.

4. Has there been or do you believe there will be an increase in demand for your programs and/or services? Please discuss supporting data from recent semesters. For example, enrollment trends, waitlist pressures, or wait time for appointments and support services as they apply to this position. (Rubric Criterion 2)

(150 words or less)

In Fall 2016, the three campus centers saw 14 percent of all campus students – and most of those were seen more than once. By Spring 2018, the centers were seeing 17% of all campus students – most were seen multiple times. And LA is responsible for providing support for any student in any course in any discipline who seeks it. Each semester we receive requests from faculty and students for more learning assistance opportunities. In order to fulfill this demand with the finite resources we need to ensure that there is proper coordination that leads to the best use of our resources based on demonstrated need as identified by data.

5. Is this a new position, replacement for a retirement or upcoming retirement, replacement for a tenure failure, replacement for internal promotion (faculty to administrator), or replacement for other circumstances? Please explain. (Rubric Criterion 3)

(100 words or less)

This new position would replace a faculty member currently on 100% reassign time. This would mean the college would be committing to a permanent position that would oversee Learning Assistance on campus. It is important to note that in order for this position to be successful and make the most impact on student success, the college needs to fully commit to a centralized tutoring model. In addition, the job description needs to be updated and details, such as whether this position should be an 11-month position, need to be worked out.

6. Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to inform, in part, the prioritization process.

{XX} Yes, I understand.

The Staffing Prioritization Task Force will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)