

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

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

<b>Department</b>	Admissions & Records		
<b>Position Title</b>	Dual Enrollment Coordinator		
<b>Salary Range</b>	TBD	<b>Annual Salary at Step B*</b>	TBD
<b>Hours/week and # of months</b>	40 hr./12 mo.		

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

10-month

11-month

12-month

Seasonal (specify):

What type of position is being requested?

New general fund position

Replacement for a funded position

Replacement for an unfunded position

Position currently funded by grant funds

Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

N/A

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

The 2018 calendar year was the first full year that both Dual Enrollment and Concurrent Enrollment, and the Title V Pathway Academy have been assigned to the same Admissions & Records Specialist position. In that time, there have been many efforts to determine the best processes and work flow for this role. There have been attempts to accomplish this in the form of a formal Business Process Analysis as well as many conversations about how to best handle competing needs from the two departments. Both programs happen to have high demand and peak times that happen to coincide with one another, which has emerged as a challenge in balancing the two positions.

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Part of the process for Concurrent Enrollment includes checking application status, the manual clearing of all High School Authorization Forms, checking of residency status, and with the spreadsheet tracking of each student who turns a form into Cuyamaca College. Conversely, for Dual Enrollment, this includes all of the aforementioned components, along with working with counseling to clear prerequisites, coordinating the processing of petitions for 9<sup>th</sup> and 10<sup>th</sup> grade students, the manual enrollment of all students, manual tracking via shared spreadsheets with the high school sites, confirmation of enrollment emails, and working with the college Cashier's office to clear all fees. The Admissions & Records office also partners with the Outreach department to conduct application workshops and orientations at local high schools for both students and parents, to provide detailed information about the college program and its requirements. The A&R Specialist also works closely with the high school points of contact, and with the instructional Deans in determining course offerings, ensuring adequate enrollment, orienting instructors, textbooks, etc. Recently, an unforeseen aspect of the position has emerged in the necessity to extract data and build reports for our high school partners at the end of each semester for mandatory statewide reporting purposes.

This position also tracks and contacts former high school students who require a "Change of Status Petition" in order to register for courses as college students. The position is also responsible for processing and tracking all forms that come in as a required component of Financial Aid processing.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

Yes

Cite the specific mandate/requirement (100 words or less):

No

3. How are the duties of the requested position currently being performed, if at all?

The position is currently combined with duties for another position

See above. The duties of this position are currently combined with all responsibilities of the Title V Pathway Academy in a single Admissions & Records Specialist position.

How does the lack of this position impact the program or service area?

The current process for facilitating all aspects of both Dual Enrollment and Concurrent Enrollment, and Title V Pathway Academy, is not sustainable for one position and if the intention is for these programs to grow the positions should be split to ensure that the necessary functions of each position are able to be successfully completed.

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What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

Vacancies in Admissions & Records have resulted in a trick down effect with regard to workload. There is currently an all hands on deck philosophy within the department. In an ideal scenario the current A&R Specialist would be able to solely focus on their specific duties.

*(200 words or less) (Rubric Criteria 1)*

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\*

*(200 words or less) (Rubric Criteria 2)*

The current Admissions & Records Specialist position oversees all aspects of both concurrent enrollment, which normally includes between 150-200 students per semester, and dual enrollment, which currently consists of approximately 30 sections per semester and a total of about 900-1000 enrollments. Cuyamaca College is currently working with 6-7 different high schools in a given semester, and include Mater Dei, Mt. Empire, Helix, Valhalla, Steele Canyon, River Valley Charter, and Health Sciences High and Middle College. In the event a Memorandum of Understanding were signed with the Grossmont Union High School district, which would result in the number of current sections and students increasing by no less that double, the current model would not be sustainable.

5. How would this position's main duties specifically support the institution's strategic priorities?

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

*(200 words or less) (Rubric Criteria 3)*

This position would satisfy #2-4 off the college's strategic priorities. Guided Student Pathways are specifically supported by the proactive engagement with students while they are still in high school. This exposure provides exposure to the college's programs and a dedicated point of contact. Student Validation and Engagement occurs via proactive

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outreach efforts on the high school site and in coordination with parents and counselors. Organizational health is a strategic priority that would also be satisfied in that the current A&R Specialist position is essentially doing two different jobs, which is not in alignment with this strategic priority. The creation of a Dual Enrollment Coordinator position would alleviate the burden of one person doing the responsibilities of two jobs, and simultaneously provide a structure that would be sustainable and able to accommodate growth with Dual Enrollment programs.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?  
*(150 words or less) (Rubric Criteria 3)*

This position is needed in order to grow Dual Enrollment in a way that would be beneficial for the college as a whole. Promoting Dual Enrollment provides high schools students early exposure to higher education and Cuyamaca College. In its current form, there is no ability for the A&R Specialist to be innovative or meet the changing needs of both Dual Enrollment and Concurrent Enrollment. Instead, time is spent building sections, processing paperwork, and enrolling students. In order to realize the vision for Dual Enrollment as an institution there will need to be a structure to support the growth both in terms of section management and student enrollment. The current model is not sustainable given the number of partner schools, sections, and students. To grow the Dual Enrollment program in the absence of a Coordinator would not be possible.