

POSITION ANNOUNCEMENT

DEVELOPMENTAL EDUCATION STUDENT SERVICES CO-COORDINATOR

One 50 % co-coordinator position, to be held by a person in student services, year round for a one-year term, renewable for one year. The Student Services Co-coordinator will serve with the Faculty Co-coordinator. Moneys will be available to offset costs/impact to the area hosting this person. The starting date for this position is October 6, 2008.

POSITION QUALIFICATIONS

Together the co-coordinators for developmental education provide leadership in the Diablo Valley College Foundations for College Success (FCS) Program. Modeling the essential integration of student services with instructional services, one co-coordinator will hold a full time position in student services, and the other co-coordinator will hold a full time faculty position. By their training, positions, and experience, the co-coordinator candidates will demonstrate an ability to fulfill the requirements of the position and to move the college toward achievement of the Foundations for College Success Plan and Strategic Directions.

POSITION DESCRIPTION

Beginning in Fall 2008, the co-coordinators will work to establish the campus-wide Foundations for College Success Program, under the auspices of the Vice-President for Academic Affairs. They will co-chair the Foundations for College Success Committee, working collaboratively with committee members to fulfill the charge of that committee. They will regularly update and exchange information with the VPAA about FCS activities and matters related to basic skills funding.

The co-coordinators provide leadership and hands-on direction for establishing and implementing the Diablo Valley College Foundations for College Success Program, to fulfill the Foundations for College Success Plan and to meet the expectations of the statewide Basic Skills Initiative. They will support the enhancement of college-wide basic skills instruction and services. * The co-coordinators will co-chair the Foundations for College Success committee, a campus-wide committee. They will work to integrate best practices in basic skills into the fiber of the college as a whole, and to optimize services, students by coordinating the Foundations for College Success efforts of departments and services across the college. They will remain current with research about best practices, so that the FCS committee and program can continue to focus college-wide attention on what is known by the field.

DUTIES AND RESPONSIBILITIES

Within the broader position description, the co-coordinators also have these

responsibilities as they pertain to the Foundations for College Success program and developmental education:

Coordination and Leadership

- Provide campus-wide coordination of basic skills activities, integrating the efforts of student services and academic programs.
- Support practices that allow DVC staff, faculty, and administrators to meet the needs of students as envisioned in the mission statement.
- Staff the FCS offices and drop-in center.
- Chair FCS committee meetings.
- Identify strategic directions for each year in consultation with FCS committee to ensure that the college is responsive to changing student needs as well as state and college requirements, and evaluate progress toward FCS Plan.

Budget and Project Oversight, Research, and Funding

- Monitor Basic Skills Initiative funded programs, follow up to ensure the implementation of new programs, support institutionalization of pilot projects.
- Fulfill budgeting, reporting, and operational responsibilities associated with the FCS.
- Create and maintain a record of FCS activities and processes for use by committees and co-coordinators in the future.
- Compile, analyze and share relevant data in conjunction with the Office of Planning, Research and Student Outcomes.
- Seek alternative funding opportunities and work with those seeking grants related to FCS.
- Perform periodic program reviews to evaluate how well FCS is meeting its mission as well as its resource needs.

Communication

- Coordinate outreach and communication related to FCS.
- Highlight and promote practices that have proven to be effective in meeting the needs of students.
- Maintain the FCS website with resources for college faculty and staff.
- Publicize activities within the college community regarding new and ongoing program opportunities.
- Maintain up-to-date contact information of faculty and staff involved in FCS.
- Share information from the field of basic skills and developmental education about effective practices and supporting research.
- Communicate regularly with the Vice President of Academic Affairs about the FCS activities and plans; share information from the VPAA to the FCS committee.
- Report regularly to the Faculty Senate, Vice President of Student Services, Leadership Council and Planning Council.
- Communicate goals and activities of FCS to the campus community.

*Basic skills are those foundation skills in reading, writing, mathematics, and English as a Second Language, as well as learning skills and study skills, which are necessary for students to succeed in college-level work. Developmental education encompasses all that is basic skills, as well as those courses and services designed to transition students from basic skills level instruction to successful participation in college-level courses.

DEVELOPMENTAL EDUCATION CO-COORDINATOR

One .5 Faculty Release Time Assignment, Year-Round for a one-year term, renewable for one year. This position will serve with the Student Services co-coordinator.

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POSITION DESCRIPTION

Beginning in mid-August 2008, the co-coordinators will work to establish the campus-wide Foundations for College Success Program, under the auspices of the Vice-President for Academic Affairs. They will co-chair the Foundations for College Success Committee, working collaboratively with committee members to fulfill the charge of that committee. They will regularly update and exchange information with the VPAA about FCS activities and matters related to basic skills funding.

The co-coordinators provide leadership and hands-on direction for establishing and implementing the Diablo Valley College Foundations for College Success Program, to fulfill the Foundations for College Success Plan and to meet the expectations of the statewide Basic Skills Initiative. They will support the enhancement of college-wide basic skills instruction and services.* The co-coordinators will co-chair the Foundations for College Success committee, a campus-wide committee. They will work to integrate best practices in basic skills into the fiber of the college as a whole, and to optimize services students by coordinating the Foundations for College Success efforts of departments and services across the college. They will remain current with research about best practices, so that the FCS committee and program can continue to focus college-wide attention on what is known by the field.

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Final Draft May 22, 2008