

BSI Faculty Coordinator ((80%)) † Reassigned time reports to the Dean, Instructional Services

- Meet regularly with Dean, Instructional Services, to review existing efforts and coordinate all BSI activities and budgets. Budgets, requisitions, timesheets, etc. will continue to be responsibility of the Dean.
- Co-Chair of BSCC – With Administrative Co-Chair, plan/conduct bi-monthly meetings. Record minutes and forward to Curriculum and Instruction Council.
- Monitor status of implementation/completion of all activities identified in the annual BS Action Plan – follow up with assistance for those areas that are not on track to meet the planned objectives within the established timeframe.
- With BSI Clerical support staff, monitor budgets and expenditures; recommend budget adjustments as needed to support approved activities.
- With BS Researchers and project managers, examine outcome and assessment data for implemented projects; make recommendations to strengthen assessment or use of data to revise project activities.
- With BSCC, establish criteria for review of ongoing activities supported in previous plans (arising from initial college self-assessment of effective practices), and
- Establish criteria for continuation/expansion/down-sizing of existing projects, and
- Establish criteria for potential incorporation of additional new activities in future action planning/budget allocation.
- Utilizing the above, develop proposed annual Basic Skills Action Plan and obtain BSCC recommendations for level of funding to each planned activity. Forward recommendations to the Dean, Instructional Services. Final funding levels will be determined by VPs (Instruction, Student Services) in consultation with AMAC.
- Produce communications to the campus regarding the work of the BSCC, announcements of new initiatives, invitations for campuswide participation in dialogues, events, projects, etc.
- Support development of the Teaching & Learning Center (TLC) and professional development activities connected with the BS Action Plan.
- Coordinate Mt. SAC involvement with statewide BSI network activities, insure announcements of such opportunities are disseminated appropriately, coordinate team/group registrations as necessary; attend statewide BSI coordinator meetings
- Generally work to improve coordination of basic skills programs and activities across the campus, and increase awareness of basic skills as a shared purpose and responsibility of all members of the campus community.