

Student Success Facilitator

The position of Student Success Facilitator is proposed as a temporary, as-needed position to assist with the new requirements and funding provided through the California Community College System Office. A Student Success Facilitator will facilitate the necessary coordination, articulation, and collaboration among departments offering basic skills courses (Math, English, ESL, Academic Support and Counseling) and both academic and student services departments that serve basic skills students in order to increase retention, completion, and persistence rates of Basic Skills and ESL students. Therefore, the facilitator should have taught Basic Skills courses and have knowledge of current research, trends and pedagogical strategies within basic skills.

Rationale: The below listed job duties/responsibilities will require approximately 10 hours per week, therefore the position should be funded at a **.2963 reassigned time**. The rate is based on lecture hours since the majority of the tasks will require preparation, research and writing. The cost of the reassigned time will not directly impact general funds and would be funded directly through the State Chancellors Basic Skills Initiative, pending the 09/10 allocation.

Responsibilities would include collaboration with the Dean of Academic Support, serving as co-chairs to the Student Success Committee to do the following:

- Assist departments and programs in implementation of BSI funded projects; develop and monitor rubric for prioritization and ensure alignment of projects with BSI initiatives
- Communicate with Student Success Committee and involved departments/programs regarding prioritization
- Update the Academic Senate, Academic Planning Council and Strategic Planning Subcommittees on an ongoing basis
- Coordinate with staff development to assist training needs of faculty and staff related to basic skills
- Ongoing coordination with academic and student services departments to evaluate college-wide efforts to improve basic skills
- Stay apprised of Budget and provide input on modifications
- Assist in the completion of the annual report submitted to the Chancellor's Office
- Act as liaison among faculty in key basic skills disciplines (English, ESL, Reading and Math) and student services
- Attend state BSI workshops and conferences
- Provide Student Success Committee with information/updates about BSI activities
- Develop an annual report card for Basic Skills efforts
- Serve as a co-chair to the Student Success Committee
- Provide input and assist with the Student Equity Report and provide suggestions for follow up