

# LOS MEDANOS COLLEGE

## ***Reassign Opportunity Announcement and Application Form*** **Academic Year: 2022-2023**

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<b>Title:</b>	<b>Learning, Major and Career Pathway Degree Checklist Coordinator</b>
<b>Length of Assignment</b>	<b>Fall 2022- Spring 2023</b>
<b>Start Date:</b>	<b>Spring 2023</b>
<b>Reassigned Time:</b>	<b>OAS</b>
<b>Number of Positions:</b>	<b>2</b>
<b>Funding Source:</b>	<b>Guided Pathways</b>
<b>Reporting Relationship:</b>	<b>VP of Student Services or designee</b>
<b>Project Manager:</b>	<b>Tanisha Maxwell and Jeffrey Benford</b>

### **PART A: General Description:**

The Strategic Enrollment Management Tri-Chairs are seeking two counseling faculty positions to update the Degree Checklists as aligned to the goals of the Strategic Enrollment Management plan, and or for the purposes of “Clarifying the Path” for students, counselors and faculty as a major pillar within the Guided Pathways framework. This is a short-term assignment for beginning in fall 2022 and concluding in spring 2023.

### **Duties and Responsibilities:**

1. Work closely with faculty that are completing course sequencing to ensure the checklists are accurate and edit checklists accordingly.
2. Verify and cross check each other’s work for accuracy.
3. Work with LMC marketing department to develop graphics and layout for the checklists.
4. Work collaboratively with Counseling faculty and other departments to “roll out the checklists” so they are broadly used across the campus to ensure students know the most effective path to achieve their educational goals.
5. Work with discipline faculty to post the checklists within the department webpages.
6. Attend SEM, academic division meetings, and other related meetings and workshops regularly.
7. Regularly report progress to all Senates on campus, including Academic, Classified and Student.
8. Work with other SEM groups such as strategic scheduling, marketing and ISSR to integrate the work across SEM and GP initiatives.
9. Not to exceed 120 hours per position.

**Deliverables:**

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| 1. | What: Inventory existing checklists and identify new programs for which they might be needed. |
|    | When: Spring 2023.  |
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| 2. | What: Develop graphics and layout with Marketing Department |
|    | When: Spring 2023   |
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| 3. | What: Draft and crosscheck each checklist with fellow faculty assigned to the checklists. |
|    | When: Spring 2023.  |
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| 4. | What: Publish checklists and present widely across campus, including all Senates and at least one college assembly. |
|    | When: Spring 2023   |
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| 5. | What: Train counseling faculty, discipline faculty and others how to read/interpret the checklists. |
|    | When: Spring 2023   |

**Reporting of Deliverables:**

- Regular meetings with project manager
- Time & Effort report submitted monthly
- Annual written report on accomplishments as aligned to deliverables

**Selection Process:**

1. All interested applicants are requested to submit their interest in writing by October 17th at midnight. Letters of interest should be addressed to Counseling co-chairs and Jeffrey Benford.
2. Interviews will be scheduled for the week of October 24, 2022.
3. The selected faculty member will officially begin assignment in spring 2023 and conclude by May15, 2023.

## **PART B: Application for Reassignment Opportunity**

Project Title: \_\_\_\_\_

Position Title/Term: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

The letter of interest should include a description of why you are interested in the position, your professional strengths, demonstrated commitment to equity, and experiences that will inform your leadership in this position (500-word limit).

### **Signatures (must be signed and submitted with application):**

\_\_\_\_\_ Faculty Signature Date: \_\_\_\_\_

\_\_\_\_\_ Department Chair Signature Date: \_\_\_\_\_

\_\_\_\_\_ Dean Signature Date: \_\_\_\_\_