



Interest Area Faculty Co-Coordinator Reassigned Time Scope of Work

Art, Design & Performance (.2 FTE)

Business (.2 FTE)

Human Behavior & Culture (.2 FTE)

Science & Health (.2 FTE)

BACKGROUND

In the fall of 2019, as part of the Guided Pathways college re-design efforts, Cañada College created four interest areas by grouping similar programs of study together to enhance student career and academic exploration and better support students in the timely attainment of their educational goals.

An **Interest Area** is a group of academic degree and certificate programs that share common core required courses and which may be similar in terms of the career interests that students may have. Faculty members, staff, administrators, and students who are affiliated with the Programs of Study within each Interest Area are asked to serve on and/or be informed by the work of the Interest Area Planning Group.

Interest Area Planning Groups will

- establish one or more Success Teams to serve the students in the Interest Area
- implement First Year Experience program for new students in the Interest Area
- maintain clear Program Maps for the academic pathways of the Interest Area
- remove barriers to program completion by optimizing the schedule for student success
- identify opportunities for high school student early college experiences via dual enrollment, concurrent enrollment, and related activities
- create and provide career exploration opportunities for students in the Interest Area which could include the following activities:
 - Career Assessments
 - Career Counseling Classes
 - Speakers; Field Trips
 - Job Shadowing opportunities
 - Internships
 - Job Placement

POSITION: INTEREST AREA FACULTY CO-COORDINATOR

In collaboration with a classified staff co-coordinator and the instructional deans affiliated with the Interest Area, Faculty Co-Coordinators serve to organize and lead the work of an Interest Area Planning Group.

CORE RESPONSIBILITIES & OUTCOMES

In this leadership position, the faculty co-coordinator's responsibilities exceed those of serving on a college committee, the Interest Area Faculty Co-Coordinators role is different from those enumerated in [Appendix D1](#) of the AFT contract.

Core Responsibilities

The Interest Area Faculty Co-Coordinator Position works to help the college achieve the primary objective of its Strategic Enrollment Management (SEM) Plan: to **maximize the probability** that each student is able to achieve their educational goal(s) at Cañada **within two years**.

This position is responsible for facilitating effective collaboration across the Interest Area and the College to help achieve the following SEM objectives:

Goal 1: Create and publicize clear degree and certificate programs that remove barriers to completion in two years.

- Assist Deans and fellow faculty in every program of study that is part of the Interest Area to:
 - maintain clear, accurate degree and certificate program maps in Program Mapper.
 - re-envision distance education to better support student completion and re-invigorate campus life.
 - create and scale dual enrollment opportunities, robust K-14 pathways programs and summer programs for high school students

Goal 2: Create and manage a course schedule focused on student completion in two years.

- Create a Student-First Schedule that reduces scheduling conflicts and creates course-taking opportunities for students.

Goal 3: Align and sustain pro-active student support services with programs of study to ensure effective and timely student enrollment, retention, persistence and completion.

- Working with the Interest Area Success Team, ensure all students are well connected to the College, including connections to fellow students, faculty, services, programs, and resources.
- Develop, launch, regularly evaluate and sustain effective First Year Experience programs for the Interest Area
- Working with the Career Center, Career Counselors and others, help scale the number of opportunities for Career Exploration, work-based learning and job

placement for students enrolled in the programs of study affiliated with the Interest Area

Goal 4: Align marketing, messaging and outreach with our programs, schedule, and supportive services and programs

- Working with the College Outreach and Marketing teams, provide information and materials to help existing and prospective students understand the academic, student support services, and career exploration possibilities associated with the Interest Area.

Level of Effort

3 units = 7.5 hours per week from August 2020 – May 2021

Alignment with the College Education Master Plan

The re-organization of the College into Interest Areas is a critical strategic initiative of the College's 2017-22 Education Master Plan (EMP). It supports the achievement of the EMP goal of providing educational and student services programs that help students meet their unique academic goals; minimize logistical and financial barriers to success; and highlight inclusivity, diversity and equity.

Interest Areas are designed to achieve the EMP Strategic Initiatives:

1. Develop academic pathways and provide integrated support services that begin in high school, transition to college and complete with a certificate, degree and/or transfer.
2. Improve completion by developing and implementing a comprehensive college-wide approach to enrollment management, student retention, and course scheduling.
3. Expand and extend cohort bridge programs to students beyond their first year of study.