**Berkeley City College Guided Pathway Faculty Coordinator for Sub-committees**

**Description of Duties and Responsibilities**

**2018-2019**

Overview of Position

BCC successfully completed the Self-Assessment and Work Plan and submitted them in fall 2017 and spring 2018 respectively. Upon certification by the California Community College Chancellor’s Office (CCCCO) for both documents, BCC received a one-time five-year funding in fall 2018.

The coordinator of the Guided Pathways (GP) Sub-committee (Inquiry and Work Group) takes a vital role in kicking off BCC’s effort to address the first three key elements of the work plan during the 2018-2019 academic year (completion by summer 2019).

Work plan 1: **Inquiry:** Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions.

**Cross Functional Inquiry** – College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success. College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.

Work plan 2: **Inquiry:** Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions.

 **Shared Metrics** - College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.

Work plan 10: **Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale.

**Integrated Technology Infrastructure** - (Help Students Choose and Enter a Pathway; Help Students Stay on the Path) College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support.

The GP faculty sub-committee coordinator serves as a co-chair of one of the four subcommittees: 1. Getting Ready for College; 2. Successful Start at BCC; 3. Progress and Retention; and 4. Completion. The GP faculty sub-committee co-chair will be paired with an Administrator co-chair to lead and facilitate the sub-committee.

While the GP faculty sub-committee coordinator is expected to focus on its own sub-committee, it is also expected to remain fluid and flexible by cross-pollinating and collaborating with other sub-committees and different parts of the college community as needed.

The GP faculty sub-committee co-chair will commit to creating a collaborative team environment by engaging and demonstrating the Community of Practice (CoP) principle.

Reporting:

Design Team (Steering Committee)

Job Duties and Responsibilities:

* Coordinate and facilitate sub-committee meetings and related activities, produce documents and reports as required. Minimally, sub-committee will meet twice per month and monthly for the GP Design Team.
* Attend GP Design Team meetings on a regular basis, share updates and progress made by the sub-committee, coordinate cross-functional meetings with other sub-committees, group and/or individual experts as needed, contribute idea and provide relevant information and data along the way.
* Make presentations to college participatory governance committees and constituency groups providing updates, soliciting input and feedback.
* Work closely with the Design Team, other sub-committees and researcher to identify necessary data (qualitative and quantitative) to identify current reality, challenges and opportunities, areas for further exploration and improvement, and areas for innovation to better serve our students.
* Active participation in institutional activities relative to GP, regional and state-wide training, meetings and webinars as needed.
* Be fluent in the GP initiatives, framework, and state-wide and nation-wide movements for student success and achievement of their educational and career goals.
* Work closely with the GP Staff Assistant to maintain meeting records, budget tracking, and other administrative work relative to the Sub-committee.
* Produce GP related reporting required by the State Chancellor’s office.
* Serve as GP Liaisons with the college’s participatory governance and constituency groups.
* Embrace the concept and value of the Community of Practice (CoP), lead and facilitate the Sub-committee with the CoP and contribute to the collaborative, communal, and collegial environment.
* Perform other GP related duties assigned by the GP Design Team.

Desirable Knowledge, Skills, and Abilities:

* Demonstrated ability to create and maintain positive and effective working relationships with variety of groups internally and externally.
* Experience and understanding of curriculum and program development in instructional and student services programs.
* Ability to help engage wide-range of faculty, staff, and administrators in meetings, activities, and events promoting the concept of Community of Practice (CoP).
* Knowledge of state and national initiatives that are relevant to GP.
* Demonstrated ability to analyze and explain student success data (quantitative and qualitative)
* Ability to connect institutional initiatives in an integrated format.
* Strong organizational and project management skills.
* Strong oral and written communication skills.

Assignment Duration and Reassigned time:

Commencing during 2018-2019 academic year and renewed annually through a competitive process.

0.2 FTE per semester, total of 0.4 FTE per year funded by the Guided Pathway state funds.

Summer work may be required with an additional stipend.

FT and PT faculty

Application Process:

Submit the following material to Vice President of Instruction

1. Letter of interest highlighting qualifications and level of commitment, identifying subcommittee you are interested in.
2. A current resume highlighting relevant experiences and activities.

October 17, 2018: Academic Senate endorsement

October 29, 2018: Submission deadline

Week of November 5: Interviews (VPI, Academic Senate President, Chair of the Chair)

Thursday, November 15: First Design Team and Sub-Committee (Inquiry and Work Group)

4-6 pm meeting

Interviews will be conducted jointly with Vice President of Instruction, Academic Senate President or designee, and Chair of the Chair or designee.