

Resource Requests

NOTE: Program Review authors are strongly urged to share a draft of the resource request with their Dean at least two weeks prior to submission. The Dean's perspective and input on the resource request content is vital to it being as strong, accurate and persuasive as possible.

Full-Time Faculty Positions

1. Describe the position being requested (e.g., biology faculty with expertise in anatomy).

The Enrollment Services Department under the Student Services Division proposes the creation of a new Director of High School Transition and Promise Director (see job description attached) to support the seamless transition from secondary to post-secondary education, as well as, successful completion of the first year of community college.

The Director will serve as the primary administrator on the design, implementation, and evaluation of Dual Enrollment and Promise Scholarship Programs and will oversee matters relating to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of the programs and activities.

This position will create a sustainable and sound infrastructure to support and expand Dual Enrollment programs that include concurrent enrollment, early college and Middle College high school partnerships. The Director will also serve as a transition liaison for high school students to the CSM Promise Program and First Year Programs and will work closely with Admissions and Records, Financial Aid, Counseling, Year One and other Learning Communities, the Office of Instruction and Academic Deans to help support early college initiatives.

In addition, the Director, in collaboration with the Office of Instruction, will support the development of instructional contracts with high school districts for early college, dual enrollment, and Middle College initiatives. The Director will report to the Dean of Enrollment Services and Support Programs.

2. Describe the rationale and motivation for the request. Include information on program LOAD; ratios of full-time FTEF to hourly FTEF and full-time to part-time faculty; recent faculty retirements; any mandates and regulations affecting the position; and any additional reasons, including impact on the community at large.

Hiring a High School Transition and Promise Director will allow CSM to be a leader in implementing guidelines and policies supported through the California Community College Chancellor's Office. The CCCCO offers tool-kits to support community colleges in implementing dual enrollment in their respective communities. This position can support the implementation of local and statewide initiatives such as AB288 (College and Career Access Pathways), California

Community College Linked Learning Initiatives (CCLLI), and Dual Enrollment/Early College efforts in San Mateo County. In addition, the Director would be charged with creating the infrastructure to appropriately support dually enrolled high school students. High school students have specific needs and there are best practices and regulations that pertain to serving them on our campus.

3. Discuss how the position will help the department and/or division meet goals and support student learning as described in most recent program review.

College enrollment data demonstrates growth in dual enrollment (PRIE office). Data shows academic success among students who participate in dual enrollment (Career Ladders Project/Research & Planning Group, 2016).

A recent study of Graduation Rates for Dual-Enrolled Students by the Community College Research Center at Columbia University and the national Student Clearinghouse Research Center reported “not only has the number of high school students taking these courses increased dramatically in the last decade, but these students are more likely to graduate high school, attend college and earn degrees than their peers. The study found that 88 percent of dual-enrollment students (who took community college courses in high school) continued in college after high school, and most achieved a degree or transferred within six years (Smith, 2017).” Students who have completed two college-level classes or more while in high school are more likely to complete college (RP Group).

Academic-Classified Exempt Supervisory Staff

Description	Cost
Salary	\$108,612-137,556
Benefits	?

Full Time High School Transition and Promise Director.
(Grade 192E- Salary Schedule 35)