

#8

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Kumeyaay Studies
Position Title	Student Services Specialist
Salary Range*	28
Annual Salary at Step B*	\$49,668.00
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hrs/week, 12-month

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Provide support and services to Kumeyaay Studies students to increase successful course completion, transfer, and degree and certificate earnings.

Q3

How will this position directly advance/support the goal listed above?

This position directly impacts the program's ability to recruit and support Kumeyaay Studies students to ensure they are able to successfully navigate College processes and complete their courses and educational plans. A similar position is currently being funded on a temporary basis at Kumeyaay Community College; however this position will no longer be funded starting January 2025 so it needs to be institutionalized at Cuyamaca. This position is critical to providing in-reach and outreach through the program, to helping students navigate the College's policies and processes, to helping remove barriers to enrollment, and in creating a welcoming, inclusive environment for Indigenous students.

Q4

Position currently funded by grant funds

What type of position is being requested?

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

C.28%20-%20STUDENT%20SERVICES%20SPECIALIST.pdf (101.3KB)

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

This position, which will no longer be funded by Kumeyaay Community College, helps connect students with campus resources, provides technical support, helps obtain funds for student scholarships, manages program social media accounts, and refers students to appropriate services and resources. The position helps students access transcripts, learn about campus events and promotes student engagement. The new college position would increase and streamline the scope of this position by connecting it with the college organizational structure and systems/technology resources as well as access to data and information needed to effectively support Indigenous students and connect them to the campus community. In addition to this position no longer being funded, the community liaison position (in Outreach) for Native American students ended in spring 2024 and has not been replaced.

Q7

* How are the duties of the requested position currently being performed, if at all?

The duties of this position were performed by an individual who was funded temporarily by Kumeyaay Community College; these outside funds will end in 2024 and no support will be available for students starting in January 2025. In order to build sustainable, integrated support for Indigenous students, this position needs to be taken up by the College. If this position is not funded by the College, the services provided by this position would no longer exist. Due to the history of education being used to assimilate Native Americans and to eliminate their knowledge and culture, many indigenous students do not trust educational institutions and do not feel comfortable asking staff for help. This position is critical because without it, Native American student enrollment in courses, student success and completion rates, and the number of degrees and certificates conferred to Native American students would decrease dramatically. The Native American Languages Act of 1990 (Section 102, 1-3 and Section 104, 1, 3-4), the versions of this law amended in 1992 and 2000, and Executive Order No. 13096 (1998) maintain that preserving indigenous language and knowledge, financially supporting Native American education, and improving Native American student outcomes is vital, and a responsibility of both federal and state governments.

Q8

Respondent skipped this question

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

Q9

Program or Service Area Potential for GrowthPlease describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?- How has the demand for program/department services increased/changed over the past 3 to 5 years?- How have workloads in the program/department increased/changed over the past 3 to 5 years?- How many more students will the position serve, and who will it serve?Please use both quantitative and qualitative data including, but not limited to: details of a newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

The program is expected to expand over the next five years as it seeks to create a bachelor's degree program in Kumeyaay Studies and with the implementation of various Ethnic Studies requirements, some that are already in place (CSU Area F), and those which will be in the next 2-3 years (UC, CCC, and K-12 systems). The workload has increased as courses are added and modified to meet Area F requirements. Local K-12 leadership has reached out to the Kumeyaay Studies department to assist with the revision of existing curriculum and new Ethnic Studies curriculum.

Q10

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

- Increase Equitable Access,**
- Eliminate Equity Gaps in Course Success,**
- Increase Persistence and Eliminate Equity Gaps,**
- Increase Completion and Eliminate Equity Gaps,**
- Increase Hiring and Retention of Diverse Employees**

Q11

Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) (Rubric Criterion 3)

This position aligns strongly with the College's vision and mission and advances the strategic goals of the college, specifically that of increased access, persistence, and completion, and the elimination of equity gaps. Indigenous students who have access to culturally-relevant support services will be able to navigate registration holds, confusion with the application and registration process, the creation of educational plans, successfully enrolling and increased access to courses, all of which will lead to higher rates of persistence, completion, success, graduation, and transfer for Native American students, and the gradual elimination of equity gaps for this group. Indigenous students are often among the most underserved populations in higher education institutions, but Cuyamaca College has reaffirmed its commitment to supporting and empowering Indigenous students through the Kumeyaay Studies program and partnership with Kumeyaay Community College. This position would provide for a sustained commitment to our Indigenous students and increased awareness of Kumeyaay people and culture within the San Diego region and beyond.

Q12

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

This position would allow the program to optimize its offerings and support for students both on campus and virtually and would also help expand access to courses on local reservations and for distance education students outside the region. This position would provide much-needed support for students who enroll in on-campus classes as well as those who enroll in online classes near San Diego, across the state and students that are cross-listed with other departments – three classes in biology, two history classes, 3 humanities classes, one social work class, one political science, and two anthropology classes. This is essential to increase enrollment program courses and among Indigenous students at the College.

Q13

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager

Q14

Date / Time

10/09/2024

Date of meeting (with dean/manager):

Q15

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

Respondent skipped this question
