



March 22, 2016

Dear Colleagues,

This is a second installment this year of limited assignments for faculty who may have an interest. Here is a notice of assignment opportunities available at West L.A. College.

West is seeking letters of interest for eight+ non-program 100 funded faculty assignments to further objectives in grants and college programs.

1. First in the World Project Coordinator

Point of contact is Mark Pracher, Dean of Sponsored Programs and Mary-Jo Apigo, Dean of Teaching and Learning.

This non-teaching hourly rate assignment will be for 14 hours per week to start and is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renew. The amount of the assignment is subject to review and change as the program enters implementation.

West is participating in a First in the World project led by California State University, Los Angeles and with Pasadena City College. The primary purpose of the project is to implement and measure the impact of *Implementing Low Cost-High Impact Strategies To Improve Student Outcomes*. The project seeks to improve the rates of persistence, academic progress, and degree completion for high-need students at our institutions and improve college readiness and content delivery, and specifically aligning assessments across two-year and four-year institutions to strengthen readiness for four-year STEM degrees and content delivery in STEM degree pathways.

Some of the responsibilities include:

- be the curricular and instructional lead faculty member working with faculty in West's Science division.
- collaborate with the project PI and faculty at CSULA, colleagues at PCC, and the project evaluation team to implement the project and analyze outcome data.
- recruit and train tutors in principles of study group dynamics and growth mindset theory from amongst NSF S-STEM scholars and other high performing Science students.
- collaborate with the division chair and faculty in entry-level Science courses to schedule and implement a series of study group meetings and to ensure key topics are identified.
- promote group study sessions to students in entry-level Science courses.
- observe and provide continuing guidance to tutors in effective methods of group study and growth mindset presentation.
- collaborate with the project PI, the project evaluation team, and with West's Office of Institutional Research to identify data elements, data collection, data analysis, and sharing of this with Science division faculty.
- coordinate activities with the Science division chair and college PI.

- assist in identifying alternate sources of support for the project and its activities.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for employment as an instructor in one of the Science disciplines at West.
- familiarity with community college instruction and diverse student learning needs and styles.
- experience working with other types of higher education institutions
- ability to work as a member of a cross-institutional team.
- demonstrated creativity and innovation.
- curriculum design and development.
- working in a detail, deadline, and outcomes driven environment.

2. California Career Partnership (CCPT) Information Technology Coordinator

Point of contact is Mark Pracher, Dean of Sponsored Programs.

This non-teaching hourly rate assignment will be for 21 hours per week to start and is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renew. The amount of the assignment is subject to review and change as the program enters implementation.

West participates in a district-wide California Career Partnership Trust project; half of West's project focuses on aligning with feeder high schools in the area of Computer Science/Information Technology. Project activities are designed to increase the number of high school students who graduate and matriculate at West majoring in Computer Science and upon graduation find employment in the Information Technology field or transfer to a baccalaureate program.

Some of the responsibilities include:

- be the curricular and instructional Information Technology lead faculty member working with faculty at West and at four high schools.
- compare college and high school student learning outcomes on a program and course level with high school faculty to plan for appropriate college courses to be offered at high schools to support student knowledge growth and entry into the college program.
- develop and pilot new courses as needed.
- align curriculum between high schools and West so that graduating high school students have a seamless transition to West.
- conduct/lead IT related workshops on current IT topics for high school and college students.
- sponsor/mentor student competitive teams for activities such as robotics, hack-a-thons, a-weekend-to-make a website/code an app/code a game, etc.
- provide high school and college students with IT career exposure through industry guest speakers, work site tours, job shadowing, and work-place learning opportunities including designing and implementing an evaluation of student learning through these experiences.
- design, implement, and/or arrange college and high school faculty professional development activities.
- collaborate with the project PI, Computer Science chair and other chairs as necessary, and appropriate area dean to bring the project to fruition.
- assist in seeking funding to support the continuation and expansion of the project.
- appropriate instructional recordkeeping of student progress.
- weekly reporting and meeting with chair and PI to ensure coordination.
- assist in identifying alternate sources of support for the project and its activities.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for an instructor in West's Computer Science programs.
- familiarity with current programming environment (Ruby, Python, Swift, etc.) and traditional programming in C, C++, Java, etc., or computer networking and security.
- demonstrated creativity and innovation
- experience working with high school students.
- curriculum design and development.
- working in a deadline and outcomes driven environment.

3. California Career Partnership (CCPT) Health Science Coordinator

Points of contact are Mark Pracher, Dean of Sponsored Programs and Mary-Jo Apigo, Dean of Teaching and Learning.

This non-teaching hourly rate assignment will be for 21 hours per week to start and is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renew. The amount of the assignment is subject to review and change as the program enters implementation.

West participates in a district-wide California Career Partnership Trust project; half of West's project focuses on aligning with feeder high schools in the area of Health Science. Project activities are designed to increase the number of high school students who graduate and matriculate at West majoring in Health Science and upon graduation find employment in the Health Science field or transfer to a baccalaureate program.

Some of the responsibilities include:

- be the curricular and instructional Health Science lead faculty member working with faculty at West and at four high schools.
- compare college and high school student learning outcomes on a program and course level with high school faculty to plan for appropriate college courses to be offered at high schools to support student knowledge growth and entry into the college program.
- develop and pilot new courses as needed.
- align curriculum between high schools and West so that graduating high school students have a seamless transition to West.
- conduct/lead workshops on current Health Science topics for high school and college students.
- sponsor/mentor student competitive teams for activities such as emergency triage situations, CPR, disaster management, community health surveys, etc.
- provide students with Health Science career exposure through industry guest speakers, work site tours, job shadowing, and work-place learning opportunities including designing and implementing an evaluation of student learning through these experiences.
- design, implement, and/or arrange college and high school faculty professional development activities.
- collaborate with the project PI, Health Science chair, and appropriate area dean to bring the project to fruition.
- assist in seeking funding to support the continuation and expansion of the project.
- appropriate instructional recordkeeping of student progress.
- weekly reporting and meeting with chair and PI to ensure coordination.
- assist in identifying alternate sources of support for the project and its activities.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for employment as an instructor in one of the health programs at West or an MA in Health Science or a reasonably related field such as Nursing, Epidemiology, Biology, Medical Science, etc.
- familiarity with a broad range of health science career fields and preparation.
- demonstrated creativity and innovation.
- experience working with high school students.
- curriculum design and development.
- working in a deadline and outcomes driven environment.

4. Community College Pathway to Law School Initiative Faculty Advisor

Point of contact is Mark Pracher, Dean of Sponsored Programs.

This non-teaching hourly rate assignment will be for three hours per week (or .2 reassigned time) to start and is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renew. The amount of the assignment is subject to review and change as the program enters implementation.

West is joining 29 other community colleges and the law school programs of six public and private universities in the statewide Community Colleges Pathway to Law School Initiative. The aim of this project is to make information available to a diverse student population about pathways from community colleges to law school and the variety of opportunities available to members of the legal profession.

Some of the responsibilities include:

- collaborate with counterparts at regional and state levels.
- organize a project advisory committee that includes diverse representatives from a wide array of legal professions and professional associations.
- coordinate a wide variety of speakers and activities both on- and off-campus to offer students a range of extra-curricular activities that will extend their appreciation for the variety of specialties, work environments, and opportunities available for lawyers and other legal professionals.
- coordinate the implementation of service learning so that students gain valuable experience in a wide variety of legal environments.
- attend an annual project conference.
- coordinate with Counseling, EOP&S, Puente, CalWORKs, TRIO, Financial Aid, other college services, and regional high school law academies to facilitate essential support and educational planning so that students have a clear pathway leading to transfer.
- organize essential project records.
- • assist in identifying alternate sources of support for the project and its activities.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for employment as an instructor at West.
- a full-time, tenured or tenure-track faculty status is preferred.
- demonstrated creativity and innovation.
- excellent written and oral communication skills.

5. Creativity coordinator

Point of contact is Mark Pracher, Dean of Sponsored Programs.

This non-teaching hourly rate assignment will be for 3 hours per week (or .2 reassigned time) to

start and is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renew. The amount of the assignment is subject to review and change as the program enters implementation.

With strong programs leading to transfer and career development, West has taken the lead in being creative about program design and student support structures. West's students face a highly competitive world as they move beyond our boundaries. Thinking about, exploring, and prototyping activities and events that sharpen their ability to think creatively and be effective and resourceful problem solvers will add to the rich tool set students are attaining at West.

Some of the responsibilities include:

- collaborate with counterparts at regional and state levels.
- organize events on campus for students, staff, faculty, and administrators that focus on creativity in its many forms. An example might be hosting speakers from LA's many creative industries surrounding the college—entertainment, music, art, theatre, design, aerospace, technology, medicine, social entrepreneurship, among many others.
- organize an annual creativity conference for students and the community.
- collaborate with interested colleagues on expanding the Annual Student Poster Event to include a series of creativity challenges.
- organize an advisory committee or similar sounding board that includes diverse representatives from a wide array of professions and industries to spur the discussion of creativity and imagination in the academic environment.
- assist in identifying alternate sources of support for the project and its activities.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for employment as an instructor at West.
- a full-time, tenured or tenure-track faculty status is preferred.
- demonstrated creativity and innovation.
- excellent written and oral communication skills.

6. Student Success Working Group

Walter Jones, Dean of Academic Affairs, is the point of contact for this assignment.

This 6-hour assignment or .2 reassignment is a non-teaching assignment (per week) to start as soon as it can be arranged, and it is subject to change as needs are identified. The assignment is for the balance of the 15/16 academic year, subject to review and possible renewal.

This is a non-teaching faculty assignment to contribute to developing, frame-working, and creating metrics for formative activities and summative outcomes that contribute to student success in areas including but not limited to transfer, career and technical education certificates, retention, persistence, and completion. The working group includes Clare Norris, Co-chair of the Student Success Committee; Mary-Jo Apigo, Dean of Teaching and Learning; Research and Planning staff, Student Success Committee members; and it is led by Walter Jones, Dean of Academic Affairs.

Successful candidates will have experiences that include the following:

- must meet the minimum qualifications for employment as an instructor at West.
- a full-time, tenured or tenure-track faculty status is preferred.
- demonstrated creativity and innovation.
- academic and faculty leadership experience to build consensus.

- knowledge of teaching and student services directly related to student success.
- excellent written and oral communication skills.
- collegiality and faculty leadership skills are very important.
- working with students on programs that are designed for their success is desirable.

7. Coordinator for Supplemental Instruction.

Walter Jones, Dean of Academic Affairs, is the point of contact for this assignment.

The SI program includes a .2 faculty coordinator (open to full-time or adjunct faculty), who implements the SI program and coordinates the SI leaders. The assignment is subject to review and may be increased. This person is responsible for identifying the targeted courses, gaining faculty support, selecting and training SI leaders, ensuring the quality of the SI sessions, evaluating the program, and reporting results to the appropriate stake holders.

Responsibilities include but are not limited to the following:

Leadership Activities

1. Provide leadership in developing and implementing an exemplary and comprehensive Supplemental Instruction program.
2. Make recommendations to continuously improve the SI programs.
3. Serve as overall coordinator of the SI program:
 - a. Recommend and train SI leaders.
 - b. Assist with revision of SI leader training materials and notebook.
 - c. Plan and support periodic group meetings of all campus SI leaders, including faculty members teaching classes that have SI support.
 - i. Discuss observations of the SI sessions. Assist in documentation of SI support as a learning tool and as a way to celebrate the way SI enhances learning.
 - ii. Support and assist SI leaders to create session handouts.
 - iii. Assist SI leaders in planning SI methodologies and use of a wide variety of the identified learning strategies.
4. Report out SI activities.
 - a. Documented SI in identified classes.
 - b. Serve as a liaison with stake holders and SI leaders.
5. Work with SSSP Coordinator and Dean of Teaching and Learning to ensure

Logistical Activities

1. Solicit, interview and hire SI leaders for the following term at least three weeks before the end of the preceding term:
 - a. Gather faculty nominations
 - b. Advertise the positions
 - c. Interview the candidates
 - d. Obtain faculty member approval of recommended candidates
 - e. Complete procedural personnel paperwork.
2. Ensure that all SI leaders complete necessary personnel paper work.
3. Make available to SI leaders the needed materials and forms:
 - a. Handout that explains the program to the students
 - b. Survey forms(beginning/middle/ end of term)
 - c. SI session attendance forms
4. Ensure that the beginning of term SI survey is distributed and analyzed with 24 hours.

5. Assist SI leaders with selecting appropriate times and scheduling of SI sessions.
6. Arrange for facilities for SI sessions.
7. Assist with marketing of the SI program through:
 - a. Producing flyers with session times, days and places for distribution by SI leaders in individual classes.
 - b. Producing a master list of SI study sessions and displaying it prominently on campus, especially in classrooms that have courses with SI.
8. Assist in making an annual budget for all SI expenses (salaries, text, advertising, photocopying).
9. Maintain master list schedule of all SI courses and SI sessions.
10. Assist with timesheets and payroll related personnel paperwork.
11. Secure necessary materials (e.g. notebooks, summary margin paper, graph paper, note cards, textbooks, etc.).

Evaluation Activities

1. Ensure that midterm SI feedback survey and end of term surveys are distributed and the results analyzed within two weeks.
2. Gather and analyze all data associated within the SI program (e.g. SI attendance, grades, surveys, handouts generated by the SI leaders).
3. Complete end of term reports for campus faculty and administration and share out at appropriate committee meetings.
4. Continually revise and reevaluate training, supervision, and hiring process in order to improve the program.
5. Continue to analyze the effectiveness of the program:
 - a. Collect raw data (e.g., SI attendance, term grades, survey, etc.).
 - b. Analyze data.
 - c. Submit course reports to campus faculty and administrators.
 - d. Submit annual reports to campus faculty administrators.
 - e. Work with Office of Research and Planning to analyze course and sequence completion rates and evaluate the overall effectiveness of the program and report to the Student Success Committee.

8. Curriculum Facilitators – at least 1 for each Division

The point of contact for these assignments is Aracely Aguiar, Vice President of Academic Affairs.

Academic Affairs seeks West faculty members to serve as Curriculum facilitators. Curriculum Facilitators assist faculty in completing their New and Update Course Outlines, addenda, alignment of courses to Programs and Certificates, and Program Sequencing. The stipend is based on one-time work to align curriculum with standards, and to align curriculum course outlines of record with SLOs, Distance Education addenda, and course objectives. Curriculum Facilitators also provide support at Division meetings and attend Curriculum Committee meetings. Facilitators are not compensated for attending meetings.

A stipend (\$1,000) will be provided for training and committing to serve as an ongoing resource to other faculty in one-on-one and small group meetings.

Interested applicants must be West Los Angeles College faculty. Applicants should meet with Jane Witucki wituckj@wla.edu and submit a letter of interest the designated point of contact.

Questions may be directed to Ara Aguiar, Vice President, Academic Affairs, aguiara@wla.edu.

Application Process

Letters of interest must be submitted to **Ms. Vicky Nesia in the Office of the President by March 30, 2016, no later than 4 pm.** Letters can be about one page and should state the reasons for the candidate's interest and should include relevant experiences and qualifications. No online letters will be accepted.

Interested applicants who have questions may email the points of contact listed above under each job opportunity: Aracely Aguiar, Vice President of Academic Affairs; Mary-Jo Apigo, Dean of Teaching and Learning; Walter Jones, Dean of Academic Affairs; or Mark Pracher, Dean of Sponsored Programs. Interview committees include faculty in consultation with the Academic Senate and administration.

Bob Sprague
Interim President

West is an equal opportunity educator and employer. The college policy is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.