Unit Plan: Staffing Request(s)

Unit: Learning Connection

Division or Area to Which You Report: Academic Services

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(To be read and responded to primarily by Faculty Prioritization Committee and administration for deciding new and replacement positions, both faculty and classified, needed for subsequent year. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities.)

Learning Connection Administrative Assistant: Full-time, classified. As learning support services are being coordinated via the Learning Connection, a number of functions depend on hiring an administrative assistant in order to be accomplished at all or efficiently. These functions include most immediately student assistant (tutors, PLTL leaders, Learning Assistants, peer advisors) recruiting, hiring and payroll, publicity and marketing, data collection and reporting for assessment and institutional research purposes, maintenance of the Learning Connection website, and, in the future, support of online tutoring. In addition, this administrative assistant will support Center for Teaching and Learning activities, including facilitating conferences, workshops, and meetings. And maintaining websites.

2 part-time instructional assistants (or equivalent) to work evenings, Saturdays, provide breaks and lunch to the 2 full-time instructional assistants currently responsible for all Learning Connection IA responsibilities, ranging from scheduling and providing oversight for 100 tutors, PLTL leaders, learning assistants, to managing the payroll, the budget and collecting program assessment data. (The last three responsibilities will be shared with the administrative assistant, once he or she is hired, but the administrative assistant will need support to accomplish all the tasks established for him or her.)

One-year faculty temporary replacement position to replace the tutor training pilot program coordinator and the Learning Connection project development coordinator, each of whom will be an instructor released for .5 of a full-time load.

The priority objectives include 1, 2, and 3. Goals include: 6, 10, 14, 4 & 8 (in the future), 19, 26.