**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_\_40\_% per semester -**

**Job Title:** Chair of Program Pathway Workgroup 1

**Start Date:**

**Reporting Relationship:**

**General Description of Job/Scope of Responsibility:**

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| The chair of the program pathway workgroup is responsible for coordinating faculty work on the guided pathways project, facilitation of integration of that work with other groups on campus, supporting cross-functional aspects of the project, and serving as co-chair of the pathway steering committee.  |

**Duties and Responsibilities:**

*Co-Chair the Program Pathway Workgroup*

Agendas, meetings, membership

*Co-Chair the Pathway Steering Committee*

Pre-meetings with co-chairs, agendas, meetings, documents

*Perform Core tasks of Program Pathway Workgroup*:

*Early tasks*: Create final pathways, Create final clusters, Master Schedule Revamp work, Develop Vision/Goal of GP for faculty, including visits and associated professional development for colleagues

*Later tasks*: Curriculum adjustment (to include integration work), Interdisciplinary collaboration (within and between programs), Culminating project (or other campus-wide curricular agreement)

*Perform Faculty Integration with Cross-functional aspects tasks:*

Work with counterparts in various student support roles to integrate curricular aspects of pathways (clustering, program, courses) with non-curricular aspects of pathways (Career, Specific course interventions, Starfish, Ed plan, Financial aid, “life happens” supports, DSPS, Transfer, Student Life, Online, Library, Counseling, Advising)

Each support member is responsible for leading one or more integration project at any given time

**Deliverables:**

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| --- |
| What: Chair regular meetings of program pathway workgroup |
| When: At interval decided by working group |

2.

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| --- |
| What: Chair regular meetings of pathway steering committee |
| When: At interval decided by committee |

3.

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| What: Manage production of program pathway core task deliverables  |
| When: Timeline determined by pathway steering committee |

4.

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| What: Manage integration with cross-functional work assignments and deliverables |
| When: Timeline determined by pathway steering committee |

5.

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| What:  |
| When:  |

6.

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| --- |
| What:  |
| When:  |

7.

|  |
| --- |
| What:  |
| When:  |

8.

|  |
| --- |
| What:  |
| When:  |

\*Per DVC Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at DVC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.