

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Coast Community College District and**  
**Coast Federation of Educators/American Federation of Teachers**  
**(CFE/AFT) Local 1911**

**COASTLINE COMMUNITY COLLEGE & GUIDED PATHWAYS COORDINATOR**

**Date of Announcement:** \_\_\_\_\_

**Anticipated starting date: July 1, 2018**

**Term/Ending date: June 30, 2020**

**Guided Pathways Coordinator Description**

- As a faculty leader, provide leadership for promoting Coastline's vision for Guided Pathways through design and implementation
- Works collaboratively with all constituency groups in promoting the adoption and implementation of Guided Pathways at Coastline
- Champions the integration of student services and instruction at multiple levels
- Facilitates workshops, meetings, and/or trainings as needed to support Guided Pathways Implementation
- Advocates for and represents the faculty voice in Guided Pathways implementation
- Supports Guided Pathways workgroups with facilitation, guidance, and leadership
- Advocates for student equity in mindset and practice throughout Guided Pathways projects and workgroups

**Possible tasks for the coordinator may include but are not limited to:**

- Provide faculty leadership under supervision and in coordination with the Dean Innovative Learning for the College's implementation of the Guided Pathways framework.
- Provide faculty leadership in the development of academic maps with an equity-centered mindset and practice to facilitate student success.
- Provide faculty leadership in the development of a college wide plan within the Guided Pathways framework identifying critical courses for timely degree and certificate completion.
- Collaborates with the Career Services Specialist to establish consistent information on career options for degree and program completers.
- Collaborates with the Career and Technical Education Dean and faculty on the development and maintenance of information related to career opportunities and regional labor market demands for pathways.
- Works with the Faculty Success Center Coordinator and Curriculum Committee to help faculty and departments understand the purpose of academic maps and assist in the development of a process of ongoing review and maintenance of academic maps.
- Serves as a liaison on behalf of faculty with the statewide academic senate on issues related to Guided Pathways.
- Works with the Dean of Institutional Effectiveness to assist in the implementation of the IEPI and statewide Guided Pathways work plan.
- Works with the Technology Committee and Marketing Department to provide current and prospective students easy access to academic maps within the Guided Pathways framework.

- Works with the Dean of Institutional Effectiveness to evaluate data related to identifying gaps within academic maps which may result in disproportionate impact to traditionally underserved populations.
- Coordinates with the Vice President of Student Services to provide wrap around support services that target any identified gaps and instances of disproportionate impact.
- Supports instructional departments and works with the Vice President of Instruction in development of the annual schedule including coordination with the Counseling Department to project needed course sections for academic maps.
- Provides day to day faculty leadership to ensure support of college objectives for the institution wide implementation of Guided Pathways.
- Understands and supports the role of faculty, administration, classified professionals, and students in participatory governance.
- May require substantial time (30 hours) in an office setting working closely with the Dean of Innovative Learning to effectively implement the Guided Pathways framework at the College.
- May require travel to conferences and other colleges on a regular basis to support the Guided Pathway coordinator's understanding and development of Guided Pathways at the College.

### **Eligibility:**

Regular faculty are eligible to serve in such positions. Temporary full-time and non-tenured categorical faculty are eligible to serve up to thirty (30) LHE reassigned time in any two-year period. Part-time faculty are eligible to serve up to twenty (20) LHE in a Coordinator position in any two-year period. Tenure track faculty are eligible to serve up to a total of 30 LHE during their tenure track period.

### **Desirable Qualifications:**

- Experience working with curriculum development and approval processes in a California community college.
- Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Experience in planning and coordinating college-related activities.
- Willingness and ability to work closely with the Academic Senate and college administration.
- Strong organizational skills and a demonstrated ability to plan and follow through on projects.
- Demonstrated participation in faculty development activities.
- Strong written and verbal communication skills.
- Ability to encourage and work with faculty in all disciplines and service areas to participate in the development of program maps in a meaningful and effective manner.
- Experience with basic record keeping.
- Familiarity with community college policies and regulations.
- Demonstrated ability to problem solve and make timely, fair, and equitable decisions.
- Demonstrated advocacy for students and the students' needs.
- Demonstrated commitment to academic quality and standards.
- Ability to work effectively with community groups, educational entities, business, industry, government, and legislative bodies to develop partnerships and coalitions which result in better service to the community and students.

**Compensation:** As negotiated by the Coast Federation of Educators, AFT Local 1911, and Coast Colleges, the compensation for this position is as follows:

6 LHE's of re-assign time a semester.

Per the CBA, 1.0 LHE = 2.25 non-teaching hours per week.

### **Selection Process:**


Reassignments of one (1) academic year or less. The selection process for such assignments shall be made by Management in consultation with the Academic Senate. Should there be a need for the position to continue for more

than one academic year the provisions below shall apply:


- Reassignments of more than one academic year. The selection process for such assignments shall be made by the Academic Senate in consultation with Management. If the Academic Senate determines that an election would be beneficial, the election shall be conducted with the same procedures established for Department Chairs (CBA Article X, Section 4).

**Evaluation:**

Evaluation of Coordinators shall be conducted as per the Collective Bargaining Agreement, Article VIII. Evaluations.

  
5/17/18  
Rob Schneiderman, President, CFE/Date

  
5/17/18  
John Tortarolo, Interim Vice Chancellor of Human Resources/Date

  
9/20/18  
Trustee Mary Hornbuckle, Board President/Date