

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the **SAN LUIS OBISO COUNTY COMMUNITY COLLEGE DISTRICT** ("District"), the **CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909** ("Federation").

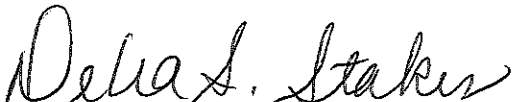
### TERMS

The District and the Federation have agreed to allow reassigned time as follows for the Cuesta College Basic Skills Initiative (BSI) Coordinator for the 2014-2015 academic year:

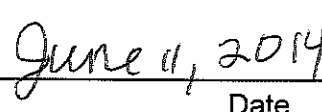
1. Regina Voge will work 30% reassigned time pursuant to the recommendation of the Academic Senate Council (ASC).
2. The duties and responsibilities are outlined in the attached position description.
3. The terms of the MOU are non-precedential and do not create any historic practice.

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.


ACCEPTED AND AGREED TO:



Debra Stakes, President  
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909



Date



Gilbert H. Stork, Ed.D.  
Superintendent/President  
CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT



Date

Position Description

**CUESTA COLLEGE BASIC SKILLS (BSI) COORDINATOR**

**30% Reassigned Time – All Campuses**

**Justification:**

According to the 2006 California Community College System Strategic Plan community colleges need to implement a range of strategies to meet the needs of a workforce that will increasingly be drawn from groups with low levels of educational attainment. The plan calls for enhanced basic skills programs and associated academic support services. A Basic Skills Facilitator will facilitate the necessary coordination, articulation, and collaboration among departments offering basic skills courses (Math, English, ESL, College Success Studies (formerly known as Academic Support) and Counseling) to increase the retention, completion, and persistence rates of Basic Skills and ESL students.

**Qualifications:**

Full-Time faculty member who:

- has taught Basic Skills courses and/or been involved in Basic Skills issues in the last five years at Cuesta.
- is up-to-date with regard to new strategies being employed to assist Basic Skills students via research and site visits.
- demonstrates strong organizational and interpersonal skills.
- demonstrates strong written and oral communication skills.
- is a current or past member of the Student Support and Success Committee.
- promotes fairness and has sensitivity to diversity.
- is knowledgeable and enthusiastic about developmental education and support.

Responsibilities would include, but are not limited to the following:

**Organizational and Administrative Practices**

With collaboration and input from all related campus departments:

- Conduct analysis and reports required by the California Community College System Office.
- Ensure dissemination of information to students and faculty.
- Initiate further articulation efforts as needed to ensure smoother transitions between classes and programs to increase student success and persistence.
- Serve as one of 3 co-chairs of the Student Support and Success Committee
- Attend Academic Senate meetings to advocate on behalf of Basic Skills students and to promote campus-wide awareness of Basic Skills issues as needed.
- Present BSI report to Academic Senate and Planning and Budget in the fall. Present project results to Academic Senate in the spring.
- Explore funding for Basic Skills programs and monitor disbursement of current funds.
- Initiate and coordinate BSI funding proposals process

#### **Program Components**

- Investigate best practices for developmental education and serve as a professional development resource liaison for faculty interested in learning more.
- Monitor success rates and matriculation of Basic Skills students to gauge status of Basic Skills program.
- Advocate to make Basic Skills course offerings and scheduling more accessible.

#### **Staff Development**

- Work to promote appropriate professional development workshops for Basic Skills and ESL faculty.
- Organize and generate ideas for faculty roundtable discussions.

#### **Institutional Practices**

- Meet with Department Chairs to stay informed of each discipline's Basic Skills needs and/or concerns.
- Report regularly to the Student Support and Success Committee about the distribution of Basic Skills funds.
- Meet regularly with the Vice President of Academic Affairs to keep administration apprised of the state of developmental education at Cuesta and plans for improvement.
- Support developmental education in strategic planning.
- Serve as a voting member on Planning and Budget.

