



**College of the Redwoods  
Request for Staff Funding FY 2015-16**

**This form should be used for requesting new staff positions and included in the program review process.**

**Initiator:**

**Date:**  **Campus/Site:**

**Department:**

**Requested Amount:**

**Divisional Rank (if any):**

**Position Title:**  (ex. ISSII, etc.)

**Position description (please provide details about the position need):**

[form will expand as needed]

A full time noncredit /adult education coordinator to support classes in multiple community locations and grant activity tracking. Grant funding is likely to be available.

**Statement of Need (Justify the need for the position)**

Noncredit / Adult Education is growing rapidly and is expected to more than double again this year. The majority of noncredit classes are offered at off-site locations that require additional coordination with class hosts. The use of off-site community locations allows CR to offer more classes than our campus could house, and enables CR to offer classes geographically near students residences. However, there is significant coordination with site hosts and community partners, such as the California Conservation Corps, various Elementary Schools, Churches, etc. Attendance tracking and scheduling are also more complicated with various community host schedules and noncredit attendance requirements. Further, several grant and program requirements require careful tracking of students and outcomes. This work would be best performed by a coordinator. Grant funding is likely to be available for this position.

**Link with Institutional Goal/Assessment Results (Describe):**



## College of the Redwoods Request for Staff Funding FY 2015-16

This request is linked to:

### Education Master Plan:

- 1.1 Provide structured academic pathways
- 1.2 Improve support for students
- 1.3 Improve effectiveness of basic skills education
- 1.4 Increase transfers and degree and certificate completions
- 1.6 Improve success among underrepresented populations
- 2.5 Develop noncredit programs

### Strategic Plan

- 1.1 Match student readiness with educational pathways.
- 1.3 Students will be able to complete their desired educational goals.
- 1.4 Enhance student support and student engagement.
- 1.5 Improve basic skills success.
- 2.3 Develop noncredit programs.