

De Anza College
Academic Services Division
IPBT Positions Request
June 2015

The Academic Services Division, supervised by the Associate Vice President of Instruction, houses a wide array of campus-wide instructional support programs: Academic Senate, Classified Senate, Curriculum, Office of Equity, Social Justice, and Multicultural Education (Equity), Honors, Institute of Community and Civic Engagement (ICCE), Learning in Communities (LinC), Scheduling, Staff and Organizational Development (OSOD), Student Success and Retention Services (SSRS), and Tenure Review. Working in partnership with the Learning Resources Division, also housed under the Office of the Associate Vice President of Instruction, we have identified the following Administrative Unit Outcome (AUO):

Work areas/programs and employees will report that Academic Services programs are serving the Instructional Divisions consistently and effectively.

Since the last comprehensive program review in 2008-2009, Equity, Honors, ICCE, LinC, and OSOD have maintained robust programming for the campus despite budget reduction and staff reduction (administrative staffing for Equity and OSOD were eliminated in prior mandated budget reductions). All of these programs have **limited or no administrative support**. Yet, each of these programs continue to serve students, faculty, staff, and administrators with programs such as the Partners and Learning Conference, First Year Experience Program, Tenure Review Training, Equal Employment Opportunity Training, the LinC Faculty Summer Institute, and Faculty Development of Honors Curriculum.

The maintenance and growth of all of these programs will be essential for the college's continued efforts to meet its mission, institutional core competencies, and strategic planning initiatives. Additionally, these programs will provide the necessary support for implementation of the CA State mandate on Student Success and Support Programs and Campus Equity Planning. In this light, the Academic Services Division has prioritized the following classified staff positions:

1. **1 Full-Time Technology Trainer/Coordinator** position is required in order to meet the growing technology needs of faculty, administrators, staff, and students. This position is a campus-wide position, serving Instructional, Students Services, and Finance and College Operations.
2. **1 Full-Time Division Administrative Assistant** for Academic Services to support Equity, Honors, ICCE, LinC, and OSOD.