



Program Review
New Position Request Presentation

Position: Dual Program Services Coordinator

Requested by: Mayra Arellano

Improving College Transitions

The Dual Enrollment Program, also known as **College and Career Access Pathways (CCAP)**, is a partnership between Cañada College and our local high school partners to increase the accessibility of college courses to minoritized high school students or students who may not be college-bound. We aim to provide equitable opportunities for students to develop a college-going mindset and pathway to graduate with a certificate/associate degree, transfer, or join the workforce.



SMCCCD Dual Expansion

Anticipated Growth

	2021-22	2022-23	2023-24
	(Target)	(Target)	(Target)
Cañada College	250	500	1,000
SMCCCD	3,600	5,000	7,000
% of San Mateo County 11 th & 12th Graders	24%	34%	48%

What Are We Offering?

High School	Semester	Courses
Carlmont High School	Spring 2022	Business *
Redwood High School	Spring 2022	College and Career Counseling Course
Woodside High School	Spring 2022	Engineering *
Hillsdale High School	Spring 2022	Early Childhood Education
Oxford Day Academy	Spring 2022	College and Career Counseling Course

* new CCAP courses: Business, Engineering

What is Our Future?

Proposed Cañada College Pathways for 2022-2023	
High School	Pathways
SUHSD	
Woodside High School	Engineering/STEM
Carlmont High School	Business Early Childhood Education
Redwood High School	College and Career Counseling Digital Arts & Animation
Menlo Atherton High School	Digital Arts & Animation
Sequoia High School	Business Early Childhood Education
Sequoia Adult School	ESL Offerings Additional Certificates TBD
SMUHSD	
Hillsdale High School	Early Childhood Education
CHARTER SCHOOLS	
Oxford Day Academy	Business Digital Arts & Animation Early Childhood Education Social Justice/Ethnic Studies ESL Offering
LHPUSD	
Pescadero High School	Social Justice/Ethnic Studies College and Career Counseling Business/Entrepreneurship

Personnel Request

Dual Enrollment Program Services Coordinator

Job Duties:

- Support Outreach, recruitment, on-boarding for new students in Dual Enrollment program
- Support on-site and virtual orientations and info sessions
- Exchanges information regarding a variety of college programs, services, eligibility requirements, policies, timelines, required forms and other information related to Dual Enrollment
- Serves as liaison between student program participants and various instructional and student services departments
- Assist students with making sense of student forms and relevant information, including making referrals and sharing resources



College Goal #1

Student Completion/Success

The Dual Enrollment Program's **mission** is to increase the accessibility of college courses to high school students by taking college courses. We aim to provide equitable opportunities for students to develop a college going mindset and pathway to graduate with a certificate/associate's degree or transfer. The hiring of a Program Services Coordinator will support our students to learn about dual enrollment and campus resources, minimizing structural barriers that may impact student's success and completion.



College Goal #2

Community Connections



"To build and strengthen collaborative relationships and partnerships that support the needs of, reflect and enrich our diverse and vibrant local community"

- Creating pathways with our HS partners in Redwood City, North Fair Oaks, San Mateo, and East Palo Alto
- The PSC can serve as a direct contact to streamline the processing of dual enrollment applications and collaborating closely with Admissions & Records.

Justification for the Position

- The Dual Enrollment Program Services Coordinator position will support Cañada College's goal to **build and expand** our Dual Enrollment team.
- The PSC is critical to the college's efforts to build and expand the implementation of our local and statewide initiatives for Early College, specifically, Assembly Bill 30 for College and Career Access Pathways (CCAP), California Community College Linked Learning Initiatives (CCLLI), and SMCCCD initiatives for the expansion of Dual Enrollment and Early College opportunities for San Mateo County.



How does this resource request support closing the equity gap?

- Removing systematic barriers by providing onboarding support with dedicated PSC
 - CCCApply support, Technological support, Navigational support
- Continuation of Antiracist work to provide support to minoritized students
 - Intentional one-on-one assistance to our communities of color
 - Support student and parent orientations (Bilingual)
- Increasing capacity to serve prospective CAN students from underserved communities
 - i.e. first gen, undocumented students, low-income students, former foster youth, homeless students
- Increase retention rates by bridging dual e program to larger campus community



Requested Allocation

- Classified
- Grade 27
- Step 3
- Annual Cost: \$75,636
- 100%, General Fund 1

Thank You!

cañada college
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SCHOLARS
PROGRAM**

Any Questions?

