



Position Request Presentation
November 16, 2022

Position: Program Services Coordinator, Degree Audit

Requested by Maria Lara-Blanco

Request

Program Services Coordinator will...

- ▶ Significantly reduce the wait time for final degree evaluations
- ▶ Increase the number of degrees & certificates awarded via “auto award” when possible
- ▶ Be a liaison between student & counselor for possible solutions on the “denial” grad petitions
- ▶ Increase student access and success
- ▶ Manage graduation projects more effectively:
 - ▶ Commencement
 - ▶ Commencement Program
- ▶ Provide increased support to special programs regarding petitioning for degrees/certificates
- ▶ Promote graduation petition deadlines through classroom/program presentations
- ▶ Participate in more outreach and in-reach events to promote our programs of study, & Guided Pathways
- ▶ Improve the A&R response time for “master grad list” requests from the campus community

Why Now?

We need faster degree evaluations

Radiologic Technology students need immediate degree evaluations to become eligible to sit for board exams

Medical Assisting students need degrees posted & diplomas sent immediately for employment

Student athletes need fast degree evaluations to qualify for scholarships and transfer opportunities

ADT students need faster evaluations to ensure transfer eligibility

Many students rely on speedy degree and certificate processing for employment

Request from campus community to present on grad petition submission process

Why Now? (Con't)

Grad petition deadline not a “hard” deadline

Transfer criteria has become competitive/complicated

Expectations are for immediate processing/communication

Evaluation of external credit (not applied through TES)

Communication to students (esp. denied) delayed by office competing priorities

New Credit for Prior Learning Initiative: Will increase grad petitions submissions in a positive way

Adding a second PSC is not a luxury but a critical need as we help a generation of students transition from the pandemic

Increased Workload for 2020-2022

- ▶ Increase in “Late Grad Petition” submissions
 - ▶ Requires both BANNER and Grad List cleanup
- ▶ Increase in degree verification through “National Student Clearing house”
- ▶ CRM Program of Study “clean-up”
- ▶ DegreeWorks Upgrade Program of Study “clean-up”
- ▶ Increase of Academic Renewal submissions
- ▶ Evaluated 2,200 Grad Petitions
- ▶ Processed 350 CSU GE/IGETC Certifications
- ▶ Increase on Parchment diploma “flat file” clean up to diplomas to be printed & mailed
- ▶ Awarded 1,736 Degrees & Certificates
- ▶ Proofread over 2,200 student names for both Class 2021, 2022
- ▶ Increase in degree verification through “National Student Clearing house”
- ▶ Increase in “course sub” petitions submissions after TES process



Grad petitions awarded 2017-2022

2017-2018	2018-2019	*2019-2020 (Beg of Pandemic)	2020-2021	**2021-2022
949	920	880	928	808

- ▶ *The pandemic started in Spring 2020
 - ▶ Because of the pandemic, students dropped courses, hence the decline in the number of degrees/certs awarded
- ▶ **Not sure why a decline in 2021-2022
 - ▶ Speculation:
 - ▶ Students moved out of the bay area due to high housing cost
 - ▶ Prefer to work since employment currently offering a decent salary, which would help if experienced a financial hardship during the pandemic



Program Services Coordinator, Degree Audit

Job Responsibilities:

Review, evaluate and post all information for degrees and certificates

Certify IGETC/CSU certifications

Confirm ADT degrees to adhere to UC/CSU transfer deadlines

Outreach/Dual Enrollment

Create & Update program codes

Maintain computerized degree audit system

Program Services Coordinator, Degree Audit (Cont'd)

Job Responsibilities:

Process student Common Application for transfer

Confirm foreign language “LOTE” for IGECT UC Certification

Process the “flat files” for Parchment to print and send out the diplomas

Process degree verification requests for “National Student Clearing house”

CRM & DegreeWorks Program of Study clean-up as needed

Student Records Merges, Grade Changes, and Reinstates

Alignment with College Goals



How does this position close the equity gap?...

- ▶ *Critical Question: How does this resource request support closing the equity gap*
- ▶ Increasing degree attainment creates access to career pathways, job opportunities, and transfer opportunities for students
- ▶ Having sufficient staffing to work on degree attainment supports equitable outcomes for students who live in the very expensive Bay Area to compete for better employment
- ▶ This budget augmentation supports A&R in “auto awarding” multiple degrees/certificates to our students to apply/enroll to meet their educational goals.
- ▶ In addition, we will refer our students to other resource services such as , Financial Aid, EOPS, and Promise Scholars Programs

*Critical Question: How does this resource request support Latinx and AANAPISI students? **

- ▶ The majority of the students that this position would support are our Latinx and AANAPISI students. We would support them in completing their educational goals, by “auto awarding” multiple degrees and certificates.
- ▶ The PSC, DA would connect with EOPS, Promise Scholars, Puente, TRIO, DRC, ESO Adelante, CWA, and our new program Umoja

If filled...



- ▶ Help our students with faster degree/certificate evaluations
 - ▶ Directly address student inequities (by accelerating evaluations that open transfer/career doors)
- ▶ Reduce student complaints due to excessively long wait times
 - ▶ The current evaluation wait time is 10-12 weeks!
- ▶ Strengthen our relationship with students and campus/off campus stakeholders
- ▶ Increase in degrees and certificates awarded
- ▶ Will better support the campus community regarding graduation petitions
- ▶ Maintain Title V compliance
- ▶ Students better informed regarding the submission of the graduation petition and evaluation process
- ▶ Significantly increase our outreach presence (and boost college enrollment)