ACADEMIC AFFAIRS RE-ORGANIZATION

Current staffing patterns in the Office of Academic Affairs were established a while back and structured somewhat reactively while addressing the needs present at that time. Since then, fundamental changes have occurred and the current staffing model is inadequate to respond to these changes.

Changes occurred on three fronts:
1. State-wide centralization of systems (e.g. CurriCUNET) and shifts at MPC (scheduling, SIS) point to the need for a new staffing model responsive to these structural conversions.
2. Quickly expanding mandates (e.g. SB 1440, Accreditation) and related growing workload point to the need for a nimble staffing organization, ready for constant and rapid response.
3. Heightened audits and tighter planning and data requirements further point to the importance of creating a properly staffed structure.

To accommodate these changes, we cobbled up resources by requesting one staff member to assist while working overtime and receiving out-of-class compensation. We also hired a part-time temporary person. Despite these efforts, and with staff stretched thin, we are getting behind on several fronts (e.g. state curriculum submissions). The current arrangements are simply not sustainable.

We are requesting the addition of a new position without which we will not be able to continue addressing current and growing requirements. We are also embedding cross-training in current positions to strengthen scheduling, curricular and data management functions. This impetus creates an opportunity to plan for what we need rather than reacting to what we have.

Functions currently met through:

    a. Overtime of one current employee plus short term temporary hourly position.
    b. 100% Curriculum and scheduling position.
    c. 90% Scheduling help position.

Proposed re-organization:

    a. 100% Curriculum position cross-trained to help in scheduling position as needed [existing].
    b. 100% Scheduler position cross-trained to help in curriculum position as needed. [new].
    c. 90% Function to facilitate data gathering and create data reports to inform scheduling and enrollment planning purposes. [existing].

The reorganization is envisioned to have an array of positive outcomes:
- It will allow us to position ourselves in response to the fundamental changes that have occurred.
- It will embed cross-training in our functions, fostering data integrity, and promoting coherence in activities across Academic Affairs. Cross training also fosters efficiency, allowing work to flow between positions to address bottlenecks and navigate ebbs and flow in a collaborative environment.
- Finally, it will allow us to maintain accurate databases in a timely manner, as we are being asked for more and quicker data reporting and it will provide us with better planning tools, a critical function as it relates to FTES. These tools along with the functions described above will allow us to capture educational opportunities and promote the overall health of the institution.