

Student Services Division

2017/2018 Employee Work Plan

Job Title: Dean of Student Equity

Employee Names:

**Core areas:** Description of the duties the employee performs.

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| --- | --- | --- | --- | --- |
| **Task/Activity** | **Timeline** | **Expected Completed Date** | **Completed****Date** | **Analysis of Task/Activities** |
| Ensure that all of the programs reporting to you have program plans, program meetings, agendas, and meeting notes.  | Ongoing |  |  |  |
| Make sure that the Title V committee is operational and that the objectives of the programs related to program development are timely. This includes ensuring that there are meeting agendas, meeting notes and communication with the campus stakeholders.  | Ongoing  | October 27, 2017 |  |  |
| Ensure that reporting areas have SLO or SOAs on their websites and assessment on an annual basis.  | Ongoing |  |  |  |
| Ensure that allocations for Student Equity are expended, and monitored and the interventions are operational. Expend Equity carryforward budget from 2016/17 by March 2018. Ensure that that program funds from 2017/18 are expended by May 2018. Eliminate carry forward budget for 2018/19 by ¾.  | Ongoing | March 30, 2017 |  |  |
| Revise the current Equity plan to include interventions as outlined in the modified allocations in 2016-2017, and 2017-2019. | Ongoing | October 30, 2017 |  |  |
| Develop ongoing monitoring and process for notifying and evaluating program allocation for program budgets that you manage and/or supervise.  | Ongoing | October 30, 2017 |  |  |
| Complete state and federal reporting on time. | Ongoing | TBD based on deadlines. |  |  |
| Make sure the completion program is operational, with students assessed and plan in the works, as well as larger scale efforts for campus (even if your targeted group is not fully identified) prior to this |  | December 1 2017 |  |  |
| Create agendas, notes, and host weekly staff meetings for staff in your program areas.  | Weekly |  |  |  |
| Develop effective communication methods to inform the campus about the status of program areas.  | Ongoing |  |  |  |
| Ensure program review is completed for Equity. | Ongoing | October 23, 2017 |  |  |
| Provide VPSS with updates with regards to planning, budgeting, and other programmatic needs( compliance issues,etc) |  Daily  | Ongoing |  |  |
| Submits monthly reports regarding the status of the program | Monthly | Ongoing |  |  |
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**I have read and understand my work plan for the 2017-2018 academic year.**

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**Employee Name Employee Signature Date**

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**Supervisor Name Supervisor Signature Date**