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**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, December 16, 2022 8:57:41 AM  
**Last Modified:** Friday, December 16, 2022 9:05:51 AM  
**Time Spent:** 00:08:09  
**IP Address:** 72.214.6.71

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Kumeyaay Studies</b>
Position Title	<b>Student Services Specialist</b>
Salary Range*	<b>Range 28</b>
Annual Salary at Step B*	<b>Step B* \$3,610 x 12 = \$43,320</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>12-month, full-time (40 hours per week)</b>

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**Q2**

Current goal this position will directly advance/support

Provide support and services to Kumeyaay Studies students to increase successful course completion, transfer, and degree and certificate earnings.

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**Q3**

How will this position directly advance/support the goal listed above?

This position directly impacts the program's ability to recruit and support Kumeyaay Studies students to ensure they are able to successfully navigate College processes and complete their courses and educational plans. A similar position is currently being funded on a temporary basis at Kumeyaay Community College; however there were discussions this year that funding for this position will end, so it needs to be institutionalized at Cuyamaca. This position is critical to providing in-reach and outreach through the program, to helping students navigate the College's policies and processes, to helping remove barriers to enrollment, and in creating a welcoming, inclusive environment for Indigenous students.

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**Q4****Additional general fund position**

What type of position is being requested?

**Q5**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**kumeyaay-studies-ss-specialist-jd-2021-22.pdf (101.3KB)**

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**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

This position, temporarily funded by Kumeyaay Community College, helps connect students with campus resources, provides technical support, helps obtain funds for student scholarships, manages program social media accounts, and refers students to appropriate services and resources. The position helps students access transcripts, learn about campus events and promotes student engagement. The new college position would increase and streamline the scope of this position by connecting it with the college organizational structure and systems/technology resources as well as access to data and information needed to effectively support Indigenous students.

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**Q7**

Please address the following: How are the duties of the requested position currently being performed, if at all? If duties are being performed by a grant-funded position, when will the grant end? How does the lack of this position impact the program's or service area's ability to serve students? **\*\*The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)\*\*** (200 words or less) (Rubric Criterion 1)

The duties of this position are currently being performed by an individual who is funded temporarily by Kumeyaay Community College; these outside funds will end in 2023. In order to build sustainable, integrated support for Indigenous students, this position needs to be taken up by the College. If this position is not funded by the College, the services provided by this position would no longer exist. Due to the history of education being used to assimilate Native Americans and to eliminate their knowledge and culture, many indigenous students do not trust educational institutions and do not feel comfortable asking staff for help. This position is critical because without it, Native American student enrollment in courses, student success and completion rates, and the number of degrees and certificates conferred to Native American students would decrease dramatically.

The Native American Languages Act of 1990 (Section 102, 1-3 and Section 104, 1, 3-4), the versions of this law amended in 1992 and 2000, and Executive Order No. 13096 (1998) maintain that preserving indigenous language and knowledge, financially supporting Native American education, and improving Native American student outcomes is vital, and a responsibility of both federal and state governments.

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**Q8**

How has the demand for program/department services increased over the past 3 to 5 years? How have workloads in the program/department increased over the past 3 to 5 years? \*\*Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided.\*\* (200 words or less) (Rubric Criterion 2)

The program is expected to expand over the next five years as it seeks to create a bachelor's degree program in Kumeyaay Studies and with the implementation of various Ethnic Studies requirements, some that are already in place (CSU Area F), and those which will be in the next 2-3 years (UC, CCC, and K-12 systems). The workload has increased as courses are added and modified to meet Area F requirements. Local K-12 leadership has reached out to the Kumeyaay Studies department to assist with the revision of existing curriculum and new Ethnic Studies curriculum.

The program was increasing enrollment prior to the pandemic. During the pandemic, Native American students were disproportionately impacted as a result of social inequities related to access to technology, infrastructure, and vaccines. This position is crucial to recruiting students and bringing Indigenous students back to Cuyamaca.

The Kumeyaay Studies program and Indigenous student population specifically is of critical importance to the College's vision and mission. Currently there are support programs and staff for other historically and racially marginalized students on campus. The Kumeyaay Studies program is the only program specifically for Indigenous students; it offers academic programming and needs to continue to provide support services for students.

Cuyamaca College sits on Kumeyaay land and the college has long had connections with the Kumeyaay community. Hiring this position would solidify the college's commitment to increasing awareness of the Kumeyaay culture and people and sustaining Kumeyaay language and knowledge by supporting local Indigenous students in their studies, especially those in the Kumeyaay Studies program.

**Q9****Increase Completion and Eliminate Equity Gaps**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

**Q10**

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position aligns strongly with the new college vision and mission and advances the strategic goals of the college, specifically that of increased completion and the elimination of equity gaps. Indigenous students who have access to culturally-relevant support services will be able to navigate registration holds, confusion with the application and registration process, the creation of educational plans, and successfully enrolling, all of which will lead to higher rates of completion, success, graduation, and transfer for Native American students, and the gradual elimination of equity gaps for this group.

Indigenous students are often among the most underserved populations in higher education institutions, but Cuyamaca College has reaffirmed its commitment to supporting and empowering Indigenous students through the Kumeyaay Studies program and partnership with Kumeyaay Community College. This position would provide for a sustained commitment to our Indigenous students and increased awareness of Kumeyaay people and culture within the San Diego region and beyond.

**Q11**

How will this position improve the student experience at Cuyamaca College?(200 words or less) (Rubric Criterion 4)

This position would allow the program to optimize its offerings and support for students both on campus and virtually and would also help expand access to courses on local reservations and for distance education students outside the region. This position would provide much-needed support for students who enroll in on-campus classes as well as those who enroll in online classes near San Diego, across the state. This is essential to increase enrollment program courses and among Indigenous students at the College.

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**Q12**

How many more students will the position serve, and who will it serve?(200 words or less) (Rubric Criterion 4)

The position serves approximately 75-100 students each semester, most of whom are Indigenous students.

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**Q13**

How will this position address college equity goals, as well as overall access, retention, and success?(200 words or less) (Rubric Criterion 4)

This position will provide Indigenous students with culturally-relevant recruitment and support services, which will lead to increases in program enrollment and registration, retention, and successful course completion. This will lead to an increase in the number of degrees and certificates conferred, and higher rates of graduation and transfer for Native American students. All of these increases will result in the elimination of equity gaps for Indigenous students.

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**Q14**

How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

The program will measure the impact of the position by looking at program enrollment, retention, and success data; the number of Kumeyaay Studies degrees and certificates conferred; the number of Native American students who successfully graduate or transfer; and at survey and focus-group data.

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**Q15**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

**Q16**

How could the process and/or CHPC guidance for preparing and submitting new classified position requests be improved?

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**Respondent skipped this question**