

Instructional Aide II, College for Working Adults

Replacement Request

February 6, 2024

Jose Zelaya, CWA Project Director

James Carranza, Dean, Humanities and Social Sciences

Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?

No

Does the request support the goals of the Educational Master Plan or other strategic plans?

1.2 -- Prioritize serving part-time, working students by building on the model of College for Working Adults (CWA). Add more degrees and certificates obtainable within 3 years via evening, weekend and online classes, and ensure adequate services are available in the evenings, to support at least 1,000 part-time students participating in CWA, particularly low income, BIPOC students, per term by 2027

The Instructional Aide position provides evening services to our CWA students along with our college evening students to support our work in ensuring degrees and certificates are completed within three years. The CWA cohort largely consists of part-time, low income and BIPOC students. This position is one of only a few Instructional Aides available for evening support.

1.16 -- Create a campus culture that expects and supports students' completion of their educational goals within three years using tactics such as: (1) scheduling classes according to student interest and demand (informed by Student Education Plan (SEP) data); (2) offering more course-taking opportunities during the summer; (3) monitoring student progress more closely (via Success Teams, the Retention Specialist Community of Practice, and the Transfer Center.

The IA.II position serves our CWA students SEP's and education goals through case-management, embedding tutoring, and availability for 1-on-1 support. Providing this support creates the opportunity for students to complete our 3-year degree model.

1.3 -- Create a student-first course schedule that reduces scheduling conflicts and maximizes course-taking opportunities (e.g., offer courses in multiple modalities, better align with the District Block Schedule, offer short courses, offer selective courses during non-prime hours) for students given their educational goals.

CWA SEP's offer different modalities each semester to create a student-first schedule that creates consistency and flexibility. The IA.II provides both online and in-person support along with embedding tutoring in our CWA courses. This position's hours are

intentionally structured around the CWA course schedule to maximize course taking and maximize the use of our services.

2.1 -- Increase support for faculty to provide more timely, individualized attention for students in their classes, such as smaller class sizes in key courses, more embedded tutors, and teaching assistants (e.g., Umoja practices)

The IA.II position focuses on working with faculty each semester to ensure faculty have the support they need for their CWA course. The IA.II provides embedded tutoring in our ENGL sections as well in-class support in multiple courses at any given time throughout the semester.

4.8 -- Increase # of students receiving tutoring or attending academic success workshops by increasing availability and range of tutoring services and academic success workshops. Target can be % gap of students not successfully completing

As one of the few evening IA.IIs for the learning center, this position works with the Writing Center and CWA faculty to promote our tutoring services, which are now organized through Accudemia. Along with this essential service, the IA.II hosts multiple workshops for CWA and evening students at-large.

Do the data indicate a demonstrated program need?

The instructional aide II (48%) position plays an important support role in the College for Working Adults program. It ties together Instruction and Student Services which makes it possible for CWA to function. With a program enrollment of 146 students, the IA.II focuses on supporting CWA students using a case-management model to ensure students are receiving wrap around support through the CWA program and in counseling. Along with direct student support, the IA.II works closely with faculty to align tutoring services with class instruction. The CWA IA.II is an on-campus evening resource primarily for in-person courses—ENGL 100, 105, 110, MUS 240, and PHIL 100. Service is expanding to support evening ESL students, with a focus on ESL grammar and writing courses—ESL 922, 923, and 924. The position currently provides embedded tutoring for CWA ENGL sections and other courses given availability. The CWA IA.II also provides workshops for all evening students and updates and facilitates the online hub of resources and guides in the CWA Canvas shell.

As CWA continues to expand its scope of service to include all “evening-only” students, writing support is a top priority. The program, and this position in particular, is focused currently on serving evening ESL students who are committed to completing their GE or one of the “evening/online” degrees in the CWA program (AA-T’s in Psychology, Sociology, Social Work and Human Services, Economics, Interdisciplinary Studies: Social and Behavioral Sciences and Arts and Humanities). With our program focused on expanding to support as best we can all evening-only students, evening IA.II support is invaluable.