

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

October 6, 2014

Date

Site	Position	Justification
Grossmont	Master Scheduler Position # CL-00127 Instructional Operations	<ul style="list-style-type: none"> <p>• What will the position do? This position's major responsibility is to enter approximately 2,000 course sections for spring and fall semesters and approximately 500 for summer as well as determine the appropriate programming language to use to hard block prerequisites and corequisites. The position is also responsible for calculating all attendance accounting for every section as it pertains to contact hours of instruction as mandated by Title 5. The Master Scheduler calculates and revises census dates for all positive attendance and open entry/open exit sections. The position assists in the processing of facility requests for room reservations outside of scheduling for classes.</p> <p>• Current status of position? Current employee is retiring December 31, 2014</p> <p>• Strategic Staff Rationale Not only is the individual in the position responsible for all attendance accountability by calculating minutes for each section as required in Title 5 but must ensure that each section is identified by the correct census definition (positive attendance, daily census, weekly census and online hybrid courses) based on the days and hours requested by department chairs/coordinators for the 36 individual departments/disciplines. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Scheduler. and must match the catalog. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals.</p> <p>• Budget Impact The position is included in the 2014/15 unrestricted budget. <ul style="list-style-type: none"> • CL/30/B • Key code - 1324001 • Total cost = \$39,864 (plus benefits) </p>