

**Fall 2019 (single semester)**  
**AB 705 & Communities of Practice Coordinators**  
**Position Descriptions**

**English AB 705 Coordinator**

**4 LHE for fall semester**

- Support implementation of AB 705 for English and act as a faculty resource on AB 705 for the college
- Research and collaborate with faculty on the development and implementation of curriculum and strategies to support student completion of transfer-level English courses
- Work with SSSPAC and other appropriate committees to make recommendations regarding revisions and refinements Assessment Questionnaire (AQ)
- Work with RIE to research effects of AB 705, including the achievement of students who would have placed in below-transfer courses prior to AB 705
- Collaborate with Counseling to ensure English placement information is shared
- Utilize research findings to inform further development of strategies to support student completion of transfer-level English
- Develop and update guided self-placement tools
- Develop communication and messaging for students regarding assessment in collaboration with Counseling
- Work on Assessment Instrument for students who do not have a high school GPA
- Continue work with noncredit faculty to support a pathway from noncredit to credit English coursework
- Meet with the Academic Senate President and report to Academic Senate

**Math AB 705 Coordinator**

**5 LHE for fall semester**

- Support implementation of AB 705 for Math and act as a faculty resource on AB 705 for the college
- Research and collaborate with faculty on the development and implementation of curriculum and strategies to support student completion of transfer-level math courses
- Work with SSSPAC and/or other appropriate committees to make recommendations regarding the Assessment Questionnaire
- Work on revisions and refinements to the AQ
- Work with RIE to research effects of AB 705, including the achievement of students who would have placed in below-transfer courses prior to AB 705
- Utilize research findings to inform further development of strategies to support student completion of transfer-level math.
- Coordinate and support Math faculty who are working with students on math placement to 140, 160, or 180- including scheduling, training, and creating and updating materials used to assist with math placement
- Collaborate with Counseling to ensure Math placement information is shared with Counselors
- Work with noncredit faculty to support a pathway from noncredit to credit math coursework
- Meet with the Academic Senate President and report to Academic Senate

**AMLA AB 705 Coordinator**

**4 LHE for fall semester**

*Includes AWE coordination for English language learner placement only.*

- Support implementation of AB 705 for AMLA

- Research, stay abreast of, and lead implementation of AB 705 guidelines for AMLA
- Represent AMLA on appropriate committees under integration of Student Equity, BSI, SSSPAC
- Coordinate AWE and additional AWE readers (if needed)
- Design and implement new assessment and placement for non-native English speakers in accordance with AB705 and state guidelines
- Collaborate and communicate with faculty, staff, and managers from Counseling, Assessment, Academic Senate, Academic Support Centers, Information Technology (IT), Research and Institutional Effectiveness (RIE), School of Continuing Education, the Outcomes Committee, marketing, and faculty from other departments on AMLA placement
- Work with noncredit faculty to support a pathway from noncredit to credit ESL coursework
- Attend statewide conferences; collaborate with faculty at other California community colleges regarding AB 705 compliance and to share best practices; participate in state-level organizations as needed to support role.
- Research and collaborate with faculty on the development and implementation of curriculum and strategies to support student completion of AMLA courses

### **Community of Practice Coordinators**

For students to succeed in transfer-level courses they must encounter pedagogical approaches and practices that increase their chances of success. Ongoing professional development for faculty is essential to make this possible.

### **English Community of Practice Coordinator**

#### **8 total LHE for 2 faculty (4 LHE each) for fall semester**

- Plan and facilitate one extended (two-day, 15-hour) workshop for discipline faculty (Community of Practice)
- Plan and facilitate one shorter workshop for English faculty
- Plan and facilitate monthly meetings for faculty assigned to teach corequisite courses (Corequisite Dialogues)
- Manage online Community of Practice through Canvas
- Report to Academic Senate
- Work with FPD Coordinator and Math Community of Practice Coordinator to plan cross-campus community of practice professional development event and to support other departments development of communities of practice
- Contribute to online Community of Practice through Canvas and develop a resource bank of materials to support community of practice across campus

### **Math Community of Practice**

#### **8 total LHE for 2 faculty (4 LHE each)**

- Plan and facilitate one extended (two-day, 15-hour) workshop for discipline faculty (Community of Practice)
- Plan and facilitate one shorter workshop for faculty assigned to teach corequisite courses (Corequisite Training Days)
- Plan and facilitate monthly meetings for faculty assigned to teach corequisite courses (Corequisite Dialogues)
- Plan and facilitate open house for math faculty and other departments to discuss the latest placement and curriculum changes
- Plan monthly Multiple Measures and Corequisite Committee meetings

- Develop and coordinate mentorship program for math faculty teaching statistics for the first time
- Report to Academic Senate
- Work with Faculty Professional Development Coordinator and English Community of Practice Coordinator to plan cross-campus community of practice professional development event and to support other departments development of communities of practice
- Contribute to online Community of Practice through Canvas and develop a resource bank of materials to support community of practice across campus

### **AMLA Community of Practice**

#### **3 LHE**

- Plan and facilitate AMLA Teaching Tenets Workshops for all professors for our new AMLA 70, 80, 90 courses to learn and practice growth mindset, Reading Apprenticeship philosophies and methods, and California Acceleration Project principles and techniques and how those have informed AMLA philosophies for our new accelerated curriculum.
- Facilitate meetings with level workgroups and maintain discussion boards on Canvas
- Design sharable instructional materials to support new courses
- Select appropriate readings/online resources in accordance with accelerated, Reading Apprenticeship, and California Assessment Project principles
- Practice using standardized rubrics and norm to student writing
- Share best practices for using online resources
- Participate in the Faculty Learning Activities Committee
- Report to Academic Senate