

NON CREDIT Program Researcher Job Description

The NON CREDIT Program Researcher, under the direction of the Vice President of Instruction, will research and develop a draft implementation plan for adding an NON CREDIT program at Crafton Hills College.

Research and planning (.5 release) Spring of 2016

1. Demonstrate the need for an NON CREDIT program. Need should be demonstrated through a cost benefit analysis and baseline data contextualized within the framework, goals and objectives of the CHC Educational Master Plan.
2. Research a sampling of California Community College based NON CREDIT programs and provide a summary of findings.
3. Research the policies, procedures, programs and support services that are required or need to be enhanced in order to provide a quality NON CREDIT Program at Crafton Hills College
4. Present the associated research for review and recommendation to the Academic Senate and to the Crafton Council.
5. Develop a plan, if deemed appropriate by the Academic Senate, that outlines the goals and objectives for an NON CREDIT program as well as a timeline, budget and resources for implementing the NON CREDIT policies, procedures, programs and support services that are required in order to provide a quality NON CREDIT Program at Crafton Hills College.
6. Develop a list of Duties and Responsibilities that would be required of a full-time NON CREDIT Program Coordinator at CHC.