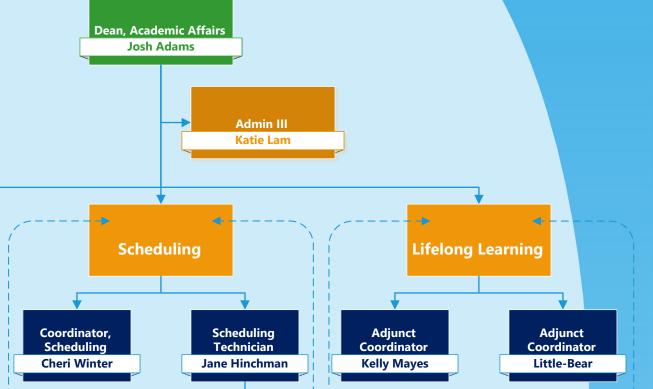
Curriculum & Educational Support Services



Scheduling Technician, Senior

Petaluma
NOT REPLACED

CESS Areas

- AFA / District Negotiations
- AFA / District TREG
- AFA / District / Lab Equity
- CFT / District Negotiations
- Curriculum Review Committee
- Majors & Certificates Review Committee
- Academic Calendar
- Priority Registration Committee
- SIS / MIS Committee
- Enrollment Management System
- Banner Implementation
- 3.6P Program Review
- Tenure Faculty Evaluations Tracking
- Contract Faculty Evaluations Tracking
- Associate Faculty Evaluations Tracking
- AAC Office Assignments / Inventory
- Classroom Inventory
- Enrollment Management
- CCCCO Liaison
- Ed Code, Title 5, & CCCCO Regulations
- ACCJC Substantive Change Reports
- Trainings on Curriculum & Evaluations
- Annual CCCCO Certification

 Review curriculum submissions for accuracy / feasibility

Curriculum

Curriculum

Technician

Programs

Chas Crocker

- Prepare annual calendar for curriculum review process
- Improve website functionality for better user experience
- SIS Curriculum Database
- COCI Database

Curriculum

Technician

Courses

Rosa Garcia

- Compliance Technical Review
- SRJC Catalog
- Recommended Course Seq.
- Cross Listing Maintenance
- COR Disciplines
- Coordination / Tracking
- Customer Service & Training
- CCCCO Alignment
- Curriculum Handbook
- Curriculum Website
- BOT Reports
- ACCJC Sub Change Reports
- Credit By Exam Webpage

- Academic Schedule
- Room Assignments
- SCFs
- PAFs, Reconcile w/ Timesheets
- EMS Flag Checks
- Faculty Load
- Faculty Load Banking
- Faculty Load Balancing
- Faculty ELL Load
- Pre-retirement
- SIS to EMS
- Monthly Load Reports to BOT's
- Schedule of Classes Webpage
- 75/25 Reporting
- Web Schedule Design
- Facilities Database
- Instructor Database
- Course Fees
- Schedule Audit For Payroll
- Attendance Accounting Audit

- 36 Associate Faculty
- 2,989 Seniors Enrolled (S24)
- 100 Sections
- 11 Offsite Partner Locations
- 16 Off campus sections
- 5 SRJC campus sections
- 78 Zoom sessions
- Bi-lingual Courses
- Unit-B CFT
- 2 Associate Faculty Coordinators
- Student Outreach
- Venue / Facility Outreach
- Facility MOUs and Contracts
- Faculty Training
- Senior Registration