



**De Anza Evening Campus Coordinator
Educational Resources & College Operations
Program Review
December 2008**

- A. **Mission** The mission of the Evening Coordinator is to coordinate the ongoing operations of the Evening, and Extended campus programs; To serve as liaison between students, staff, and faculty, through effective communication and quality customer service.
- B. **Number of FTE** One classified employee (.5)
- C. **Responsibilities** The Evening Coordinator is responsible for coordinating all campus services in the evening, and for extended campus programs.
1. Provide resources.
 2. Provide support to students, faculty and staff.
 3. Maintaining an effective Evening, and Off-campus program.
 4. Develop quarterly calendar for use by staff and faculty.
 5. Locate sites for classroom activities and develop or renew contracts as needed.
 6. Resolving any issues which may arise.
 7. Respond to emergency situations on campus and at the off-campus sites.
 8. Develop plan for evacuation of extended campus students during emergency situations.
- D. **Budget Summary** Funding for this position is primarily from revenue received from the Facilities Rental Coordinator position. Funds for lease payments to High Schools, and other locations where instruction is taking place, comes from a separate account.
- E. **Strengths**
1. Two of the main off site classroom facilities; Fremont and Monta Vista High schools are close to the college and the staffs at each school are cooperative and easy to work with.

2. **Have cooperation of Campus Security, Technical Services and Plant Services for assistance when problem arises.**

F. Weaknesses

1. **Need listing from Plant Services on weekly basis as to who is on duty every evening if problems arise. Often times no maintenance staff available for primarily A/C problems in buildings.**
- 2.

G. Trends

- **Positive**
 - **Some faculty and students like learning at the off site because parking is close to classrooms and no parking fee especially if they are only taking one class.**
- **Negative**
 - **More and more faculty that have classes off campus, wish to move back to campus because there are more services, i.e., food services, library, than at the off site location.**
 - **Some faculty that have classes off campus complain that some of the facilities don't have the same equipment as on campus.**

H. Quantitative Workload Measurements

I. Qualitative Measurements

1. **Preparing quarterly, the "At Your Service" which lists services.**
2. **Maintaining an effective Evening, and Off-campus program.**
3. **Issue faculty and staff keys in the evening hours.**

J. Planning Agenda

1. **Maintain relationships with current High Schools where college are being offered and bring in others as needed.**
2. **Work closely with the Scheduling Office and Office of Instruction for future forecasting needs of classroom and or swing spaces for instructional programs.**

K. Comments

Strategic Planning

1. **How does your program or service respond /address the College's strategic initiatives?**

I am bi-lingual (English/Spanish) and have on occasion helped individuals who are Spanish speakers or limited English speakers, in directions, assisting in registration, referrals, etc.

- 2. Which initiatives does your program, or service respond to and in what ways can the response be measured or evaluated?**

I do not have a record of how many people I have helped over the last several years because the number is great, but have on occasion seen one or several people tell me that I helped them when they first got to the college and are thankful of that. I believe the initiative is Outreach.

- 3. How does the work of your program, or service respond to increased access, growth, retention and/or student equity?**

I am bi-lingual (English/Spanish) and have on occasion helped individuals who are Spanish speakers or limited English speakers, in directions, assisting in registration, referrals, etc.

- 4. What other programs/services are you working with to accomplish your proposed goals/outcomes?**

By working closely with the Institute of Community and Civic Engagement (ICCE) and the Mountain Whisman School District, I have been able to lease space at a local elementary school that provides instruction to primarily Spanish-speaking parents of children who would not otherwise have the ability to take classes on campus.

- 5. What is important to understand about your program, or service and the consequences to the college if it was discontinued or reduced?**

It is the responsibility of the Evening College Coordinator to be the go-to-person in the evening for the needs of faculty and staff when it comes to provide; the picking up of classroom keys, be on radio contact with Campus Police to open up classrooms, or follow-up on safety concerns that are called in by evening faculty or staff. In addition the Evening College Coordinator is on radio contact with the ETS Technician who handles various Audio Visual issues in the classroom. Be in contact with Custodial and Plant Services staff who will follow up on classroom environment and/or restroom concerns called in by faculty, staff and sometimes students. Lastly, the Evening College Coordinator is available to provide to the student testing materials when the Bookstore is closed, assist students with college schedules, quarterly calendars and sometime refers a student to someone that can assist if academic or personal problems.