

MESA ROLES AND RESPONSIBILITIES

PROGRAM DIRECTOR'S (PD) ROLE

1. Description of Position

The MESA Program Director is responsible for day-to-day management of the MESA Community College Program/MCCP. With programmatic guidance from the Chancellor's Office State Project Monitor, the MESA Program Director maintains communications between the MESA Program, engineering, mathematics and science faculty, unit heads of student support services, engineering mathematics, and science department chairpersons/deans, MESA participants, student organizations, related professional societies and campus administrators; coordinates planning of all student services which include admission, financial aid, scholarships, housing (if applicable), summer programs and jobs, and academic, career and student advising. The MESA Program Director is also responsible for ensuring student eligibility, that student contractual agreements are met, maintains program records, coordinates evaluation of program activities and accomplishments, participates in MESA training, evaluation, and other activities, and works with the Faculty Sponsor to ensure successful implementation of the program.

This is a 12-month full-time permanent position. The district has the option to request a MESA Program Director waiver which allows for a faculty assignment with a 10–11-month contract. The waiver must include justification and be submitted to the Chancellor's Office State Project Monitor for approval consideration prior to implementation. Districts who exercise the MESA Program Director waiver option are still required to fulfill the responsibilities of MESA Program Director during the entire grant agreement performance term including but not limited to progress and final reports, program data surveys, and communication with the Chancellor's Office State Project Monitor. State award funds may be used for the salary of the full-time MESA Program Director.

2. Required Communications

- 2.1 Meet regularly with the responsible administrator to plan implementation of the MESA program at the community college campus.
- 2.2 Meet regularly with the faculty sponsor to report on progress of program and to consult on plans for further implementation and improvements.
- 2.3 Consult with faculty, teaching assistants, and administrators of support services to assist in improved delivery of services to students.
- 2.5 Maintain contact with MESA participants through personal discussions, regular meetings, and other activities.
- 2.6 Maintain regular contact with Instructional Office, deans, and faculty members to promote an understanding of MESA services, and to build a program of academic rigor.

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3. Program Management

- 3.1 Collect and compile data and prepare status reports as required by the California Community Colleges Chancellor's Office (CCCCO) and participate in campus activities that lead to the collection and submission of MESA participant data for the CCCCCO Management Information System.
- 3.2 Prepare mid-year and annual programmatic and financial reports of MESA generated funds.
- 3.3 Maintain a file on each MESA participant with information on students', enrollment, academic performance, participation, and current status.
- 3.4 Provide ongoing evaluation of the campus MESA program and recommend steps to improve it.
- 3.5 Process budget items, monitor expenses and work with the Dean and Faculty Sponsor in planning.
- 3.6 Review all student applications for admission to MESA and make recommendations, as appropriate.
- 3.7 Work with department faculty to select best available mathematics, science, computer science, and engineering teaching assistants and/or tutors for MESA participants.
- 3.8 Responsible for the recruitment, hiring and training of facilitators and tutors.

4. Coordination

- 4.1 Develop plans for implementation of program in cooperation with the Faculty Sponsor, Chancellor's Office State Project Monitor, deans, and other members of the faculty.
- 4.2 Develop tutoring and study program for MESA which includes the recruitment and training of tutors (peer, volunteer, and community college sources), and which incorporates a mix of individual small and large group study activities.
- 4.3 Recruit and schedule speakers for meetings of MESA participants.
- 4.4 Plan, schedule and coordinate career advising and job orientations for MESA participants.
- 4.5 Plan, schedule, and coordinate activities related to academic advising, including advocacy and selection of a designated MESA counselor.
- 4.6 Develop, plan and coordinate activities related to student retention.
- 4.7 Maintain contacts and encourage the formation of a pipeline and pathway for students between MESA and four-year colleges and universities.
- 4.8 Work with the local campus staff and/or regional MESA colleagues in order to research and prepare grant proposals for collaborative submissions.

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5. Other Activities and Responsibilities

Maintain regular contact with the Chancellor's Office State Project Monitor, complete reports, evaluations, and any other request by due date. Attend orientation, trainings, and meetings for MESA Program Directors.

6. Supervision Exercised or Received

- 6.1 Report to the Responsible Administrator who is responsible for oversight, supervision and evaluating performance.
- 6.2 Coordinate and supervise MCCP activities of MESA participants and other volunteers.

7. Minimum Qualifications

- 7.1 At least a bachelor's degree from an accredited college or university, preferably in mathematics-based field (one requiring calculus, or equivalent).
- 7.2 Ability to work in a multicultural environment with African-American, Native American, Mexican-American and other Latino American undergraduate students pursuing degrees in engineering, computer science, mathematics, science, or technical fields.
- 7.3 Experience for one year or more in delivering to students' academic services aimed at improving academic, study, test taking, and other skills where the students are majoring in mathematics-based fields.
- 7.4 Successful work experience for a minimum of three years in education, industry or other profession involving work with postsecondary students in mathematics-based fields.
- 7.5 Experience in directing activities requiring management and leadership skills.
- 7.6 Experience with public and/or private postsecondary institutions.
- 7.7 Familiarity with organizational, operational, and structural functions of post-secondary institutions.
- 7.8 Ability to work independently, assume responsibility, and take initiative in carrying out assignments.
- 7.9 Strong writing and communication skills.

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B. RESPONSIBLE ADMINISTRATOR'S (RA) ROLE

1. Description of Position

- 1.1 The Responsible Administrator's (RA) is the campus academic representative who oversees the MESA Program, and ideally is the dean of mathematics/ science instruction; however, a chief instructional officer or senior faculty member may be appointed to this position, as long as the MESA program is housed under the Office of Instruction. The RA directly and personally supervises the MESA Program Director and is principal advocate and monitor for the MESA Program and its activities.
- 1.2 The RA is to maintain a working relationship with the Chancellor's Office State Project Monitor.

2. Planning/Communications

- 2.1 Accept written and/or oral reports on program's status and progress from the MESA Program Director, and review/edit reports submitted to the CCCCO.
- 2.2 Review and advise on the MESA Program Director's plans for the further implementation and improvement of the program and supervise preparation of the annual MESA Grant renewal proposal.
- 2.3 Communicate directly with faculty, administrators, and other key campus personnel to publicize and promote program or assist the MESA Program Director in efforts to do so.
- 2.4 Communicate or consult with the Chancellor's Office State Project Monitor as necessary.
- 2.5 If the RA is not the Dean of Mathematics/Science Instruction, the RA shall keep the Dean of Mathematics/Science Instruction current and well informed on the status and progress of the program.

3. Administration

- 3.1 Ensure that all program information and reports are submitted on schedule by the MESA Program Director or appropriate campus personnel.
- 3.2 Conduct periodic internal program reviews to monitor the MESA Program Director's performance, the faithful implementation of the MESA model at the community college, and the program's compliance with this agreement.

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- 3.3 Regularly review program resources and assist in efforts to augment them from both on-and off campus sources. Ensure MESA facilities, personnel, in-kind and financial support is fully adequate and in compliance with the grant terms.
- 3.4 Regularly review program's financial status with the MESA Program Director, or regularly arrange that all necessary fiscal reports, printouts, ledgers, etc., be made available for review by the MESA Program Director. This includes accounts of all funds committed to the program regardless of source, and includes funds and scholarships from CCCCO MESA, National Action Council of Minorities in Engineering, Inc. (NACME), National Aeronautics and Space Administration (NASA), Alliance for Minority Participation (AMP) and/or other organizations.

4. Coordination

- 4.1 Assist the MESA Program Director when necessary to coordinate with other programs, offices, or agencies whether on-or off campus.
- 1.2 Assist the MESA Program Director in coordinating efforts between community college and four-year institutions. Promote collaborative efforts among MESA program with other segments.

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C. FACULTY SPONSOR'S (FS) ROLE

1. Description of Position

- 1.1 The faculty sponsor serves as a liaison with other faculty in the fields of mathematics, engineering, and the sciences. In this role, the faculty sponsor encourages faculty to participate and support the MESA Program, and is the principle advocate for MESA among the math and science departments at the college.
- 1.2 The faculty sponsor shall be a tenured faculty member from one of the following disciplines: mathematics, engineering, computer science, or physical or biological sciences.
- 1.3 The faculty sponsor collaborates with the MESA Program Director and participates in field trips, college days, academic competitions, and other activities requested by MESA Program Director.

2. Planning/Communications

- 2.1 Encourages other faculty in the sciences (i.e., biology, physics, chemistry, computer sciences) to participate and support the MESA program.
- 2.2 The faculty sponsor can be instrumental in providing tutorial assistance and academic advisement, identifying internships, and connections to the world of work.
- 2.3 Communicate directly with faculty, and other key campus personnel to publicize and promote program, or assist the MESA Program Director in these efforts to do so.
- 2.4 Support, encourage, and assist the MESA Program Director in strengthening the pipeline/pathway from community college and on to four-year institution MESA partners (eg. MESA Engineering Programs (MEP), MESA Schools Programs (MSP), California Alliance for Minority Participation (CAMP), or similar programs in an effort to provide optimum student support services.). As well as pathways from middle school to high school and into our community college system.