

Umoja Faculty Coordinator – Revision to Existing Position Application (Spring 2024)

Umoja Faculty Coordinator Responsibilities:

1. Outreach/Inreach

- Regular team meetings
 - Including separate one-on-one meetings with the Program Services Coordinator and Program Academic Counselor in order to ensure that Umoja Program students are being completely served in a regular and timely manner.
- Student Recruitment
- Faculty Recruitment
- Marketing – materials, website, flyers and social media
- Continue to collaborate with campus support programs – COLTS, Promise, EOPs, Puente, Sparkpoint, TRIO, CalWORKs
- Email communications with current and new Umoja students
- Continued integration with our Black Student Union (BSU)
- Finalize creation and coordination of our mentor program
- Maintain communication with campus partners
- Serve as a liaison to the community and interested groups in our Service Area
- Continue to work with Black Students Matter (BSM): Equitizing the Mattering of ALL Students Committee (Umoja advisory group)
- Maintain canumoja email communications
- Work closely with our Outreach Department and maintain an active partnership

2. Team Collaboration

- Program Review/Reports – to meet annual goals and monitor resource allocations
- Data collection and analysis – focus on retention and success
- Continue to develop and expand Umoja course schedule (cohorted +)
- Collaborate with Umoja counselor, program faculty and program PSC
- Collaborate with Colts-Con/Orientation (summer bridge program)
- Serve as a resource to faculty and deans working with Black students
- Attend ACES meetings and provide monthly updates regarding Umoja and BSM
- Work closely with PRIE in order to collect and maintain all applicable data
- Meet regularly with Program dean
- Develop budget with Program dean
- Evaluate and assess Umoja Program with Program dean and Umoja team

3. Program Events & Activities –

- Continue to collaborate with Umoja Programs at CSM and Skyline
- Plan events and activities (on and off campus)
- Plan field trips

- Upgrade and maintain (temporary) Program space (Social Sciences Hub and Honors Center)
- Attend annual Umoja Community Statewide student conferences
- Maintain Program space to support events, activities and support networks

4. Professional Development

- Trainings – lead and organize: Professional Development – College and Umoja Community Statewide
- Mentor members (students and faculty)
- Attend annual Umoja Conferences/Trainings
 - (SLI) Summer Learning Institute (June)
 - (WLI) Winter Learning Institute/Coordinator Retreat (January)
 - *(SLS) Student Leadership Summit (August)*
 - *Annual Conference (November) with students*
 - *Symposia (March) with students*

5. Student Services

- Work closely with Program counselor and PSC to email, text and call (communicate) with current and new Umoja students
- Work with Program counselor and PSC regarding all recruitment efforts
- Work closely with Program counselor and PSC for onboarding and orienting students to the Umoja Program
- Work with Program counselor and PSC to help students in register for classes, applying to colleges, transfer and/or earning their AA/AS
- Collaborate with Program counselor and PSC to support students in achieving their academic/career goals

6. Administrative

- Umoja Community Statewide Program Application
- Work with Umoja Community Statewide
- Continue developing and monitoring Program budget with dean support
- Evaluate Program – development and assessment of Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs)
- Attend mandatory Umoja Community Statewide trainings and symposiums
- Maintain student attendance records (minimum Program requirements)
- Create meeting agendas, maintain meeting minutes and other Program documents
- Maintain Program space on campus – the *Umoja Village*
- Continually work with Program dean for long-term planning
- *Annual strategic plan for college and State that will address more direct student contact for all Black students to ensure students are successful on their academic/career pathway(s)*
- *Strengthen transfer support for all Black students*

7. *Umoja Community Education Foundation (UCEF) MOU Responsibilities/Requirements:*
 - *Maintain and manage Umoja Program reporting and data requirements*
 - *Prepare and submit End of the Year Report*
 - *Submit budget plan and requests for funds to UCEF*
 - *Maintain and track program budget and expenditures.*
 - *Submit requisitions for program expenditures*
 - *(Note) "Given the varied duties required to effectively coordinate and administer an Umoja program, UCEF advises and supports the best practice of having Umoja coordinators with a 1.0 assignment dedicated to the Umoja program."*
 - *Must be trained and then maintain all program planning and budget reporting in NOVA (California State Reporting System)*

8. *Success and Retention*
 - *(Group 1) Current students (Umoja classes very successful), however not able to provide enough time to ensure they do well in their non-Umoja classes*
 - *(Group 2) Students who have taken our classes and in all non-Umoja classes (Umoja Community) Continuing students who did not need our classes (bc already satisfied GE area) who still success and retention support*
 - *(Group 3) Students whom we do not have a relationship yet (new or continuing) we are not supporting at all (remaining Black students who are still be affected by the Colleges' low success and retention for those students)*
 - *All Black students = 1FTE for counselor*
 - **What should case load management for Black students on a campus that has not prioritized Black students look like?**

How would your program be impacted if this position is not funded?*

- *We will continue to not be able to serve even ½ of our Black students*
- *We are not able to expand the program/Umoja community to serve more than the small cohort of students in our current Umoja classes.*
- *Inadequate retention support*
- *Unable to expand our current support and services*
- *Unable to serve the broader Black community with current staffing levels. Currently, we most fully support our students who are either enrolled in our Umoja cohorted courses or have already taken our cohorted courses*
- *The program will not be able to grow in order to fully address the college's goal of increasing Black students' success and retention rates.*
- *The longevity of the program is threatened/uncertain since the staffing is overly part-time/inconsistent (coalition of the invested), which is not sustainable*
- *Unable to meet the Umoja (UCEF) MOU requirements regarding staffing*

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

- *We have been accepted into Umoja Statewide (includes signed MOU with attached annual funding)*
- *Preparing for our 3rd annual Umoja/Black student graduation event with our sister colleges (May)*
- *Increase in attendees (staff and students) to various Umoja Statewide Conferences (from 2 in Spring 2022 to 10 in Fall 2023)*
- *Increase in number of students in Umoja classes this semester (from 13 in Spring 2022 to 70 in Spring 2024)*
- *Currently, we have ## of Umoja graduates/transfer students*
- *Increased number of BSU/Black History Month events*
- *Successful high school and community outreach*
- *Community partners/members are enthusiastic to learn about our existence*
 - *Community partners: Woodside High School, East Palo Alto Tutoring and Tennis (EPATT) and etc.*
- *Sample Student Voices:*
 - *"I feel a deep sense of gratitude for my experience in Umoja classes. The teachers went beyond academics, investing time and care into understanding and supporting us on a personal level. Their genuine efforts made me feel valued and that I truly mattered in the classroom. It wasn't just about education; they poured into us, creating an environment where joy, empathy, and personal growth were as important as academic success."*
 - *"The genuine care they showed made the classroom feel like a supportive community where each student was valued. It went beyond academics; it embraced our identities and created a space where we truly had each other's backs. It's experiences like these that make education about more than just learning—it becomes a shared journey of growth and understanding."*

Additional Information:

Our Umoja Program not only greatly benefits students, but also faculty, staff and administrators through continuous and regular professional development opportunities. Faculty are able to take advantage of trainings that help to further develop their teaching expertise. Through this continual process of exposing our teaching community to Pan-African pedagogical practices, we are moving toward creating an Umojafied community that will have the necessary credentials to support the program and become part of the official program faculty network. These tentacles will reach across the campus to create an Umoja roadmap of general education courses that will not only serve our students well, but also create an Umoja campus network of faculty, staff and administrators well prepared to not only serve our Black students, but all students in a manner of inclusion.

Additionally, with the interconnectedness to the Black Students Matter (BSM): Equitizing the Mattering of ALL Students Committee, we will serve as a consistent resource for faculty in regards to updating/adjusting syllabi, CORs, class content, resources and more. We will create a safe space where college stakeholders can share best and worst practices in order to provide a supportive environment where teaching and learning are at the core.