

Task Details Report

Planning Unit: International Students
Unit Manager: Lead Staff, International Students

Objective: 174 - Equipment, technology and facilities requests for International Students

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 3/7/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 2
Due Date:	Completion Date:	Task Status: Deferred	Budget: \$0

Currently the International Student Center is located in 3-103. The office includes 4 computer work stations, 1 computer work station for a Program Manager, Program Services Coordinator, Student Ambassador, and an extra computer for students. The office is an open office and has no privacy for student appointments that have confidentiality issues.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: International Students
Unit Manager: Lead Staff, International Students

Objective: 239 - Personnel requests for International Students

Objective Description:

Use this objective to propose new positions. Create a new "action plan" below. Describe the position you are requesting and provide a justification for this request.

Start Date: 3/7/2016	Task Type: Committee/College Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: In Progress	Budget: \$0

In the Fall 2015 Hiring Justification Cycle, the International Student Center (ISC) requested a permanent full-time Program Services Coordinator. However, a part-time position was approved. This semester, Spring 2016, ISC will once again request a full-time Program Services Coordinator.

The position is requested because of the following new developments:

1. The SMCCD Community & Corporate Education is now offering an intensive English program that would allow international students who do not meet our minimum English proficiency to be admitted into the intensive English program to engage in an accelerated ESL program. These students will be a direct pipeline to Canada College's certificate and degree programs. Thus, we are anticipating a major increase in applications starting the Fall 2016 semester.

2. The SMCCD International Education Committee is now allowing College representatives to participate in overseas recruitment. This direct contact with prospective international students will enable College staff to recruit and nurture relationships with prospective students as well as overseas organizations and agents that partner with colleges to recruit more international students.

3. The SMCCD International Education Committee is in the process of implementing a new online application that will integrate with BANNER. Having a full-time Program Services Coordinator who is already familiar with the process will streamline the transition from our current application process to the new online process.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	