

SCOPE OF WORK

Linda Sanford
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The purpose of this scope of work is to define the services to be provided by Linda Sanford, (herein called “consultant”), in work that provides strategic support to the Peralta Community College District (herein called “PCCD”) for the period July 1, 2015 – June 30, 2016.

Consultant will:

Accreditation:

- Provide recommendations and strategies for district-wide practices in resolution of the 2015 District Accreditation Recommendations.
- Create a District Accreditation Solution Matrix for the 2015 District Accreditation Recommendations, monitor implementation of the solutions, and report on progress quarterly.
- Provide recommendations and strategies for district-wide practices that demonstrate continuous improvement related to each of the accreditation standards.
- Meet regularly with PCCD managers, faculty and staff.
- Facilitate accreditation related meetings.
- Assist in preparation of accreditation related documents.

Distance Education:

- Facilitate the Distance Education Committee face-to-face meetings.
- Assist in drafting meeting agendas, compile and distribute meeting notes and supporting documents, draft and distribute memos and other communication as necessary.
- Develop a three-year PCCD Distance Education Strategic Plan.

Planning and Budgeting Integration Model (PBIM):

- Facilitate the Planning and Budgeting Council meetings.
- Facilitate the District Education Committee meetings.
- Assist in drafting meeting agendas, compile and distribute meeting notes and supporting documents, draft and distribute memos and other communication as necessary.
- Provide workshops and training on an as-needed basis.
- Assist in preparation of the annual PBIM Summit meeting.

Program Review:

- Facilitate the Program Review Task Force meetings.
 - Draft meeting agendas, compile and distribute meeting notes and supporting documents, draft and distribute memos and other communication as necessary.
 - Develop a Comprehensive Instructional Program Review Handbook
 - Develop a Comprehensive CTE Instructional Program Review Handbook.
 - Develop a Comprehensive Counseling Program Review Handbook.
 - Develop a Comprehensive Library Services Program Review Handbook.
 - Develop a Comprehensive Student Services Program Review Handbook.
 - Develop a Comprehensive Administrative Services Program Review Handbook.
 - Develop an Annual Program Update Handbook.
 - Provide workshops and training on an as-needed basis.
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Payment:

- Consultant will work at a rate of \$110 per hour.
- Consultant will invoice PCCD monthly, to be paid within 30 days of the invoice date.
- All invoices will be sent to the attention of the Vice Chancellor of Educational Services.
- All materials needed to complete the consultant's work will be supplied by District. If extenuating circumstances require that the consultant purchase materials or supplies, consultant shall be reimbursed at cost with the prior approval of the Vice Chancellor of Educational Services.