
Anna Laven, Ed.D., Dual Enrollment Program Manager

**Student Learning:**
A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners

- Managed the admission, enrollment, hiring of faculty and scheduling of 120-150 sections and 2,700 enrollment for Spring 2017.
  - Facilitated regular communication and trouble-shooting with HS partners
  - Coordinated with Delano Campus for dual enrollment courses offered through that campus site
  - Coordinated, facilitated and acted as liaison to dual enrollment stakeholders, including hs partners, faculty, chairs, deans, A&R, HR, IR, and BC program managers

- Participated in Pathways institutes
- Collaborated with CCPT Program Manager
- Supported dual enrollment programming at the department level including Biology, Math, Spanish, Physical Education/Health, and Music

**Student Progression & Completion:**
A commitment to eliminate barriers that cause students difficulties in completing their educational goals

- Focused on strengthening infrastructure
  - Hired, trained and supervised new DA III; screened applicants for DA III and AR Tech II positions
  - Developed and launched Google Docs for BC and HS partners
  - Created master scheduling template
  - Created master faculty list template
  - Established Admissions & Records committee
  - Facilitated monthly HS and BC partners meetings

- Successfully rewrote College Futures Dual Enrollment grant objectives and budget, maintaining $500,000 in grant funding

- Focused on developing data sets to understand student success, enrollment, and demographics and other needs for Dual Enrollment. Worked closely with Lisa Fitzgerald, Karen Snow, Janet Fulks and Craig Hayward in developing those data sets for presentation to BC and others.

- Improved understanding of and researched dual enrollment legislation and legal issues
Facilities
A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years.

- Included substantial funding for distance education/technology installation in College Futures grant revision

Oversight and Accountability
A commitment to improve oversight, accountability, sustainability, and transparency in all college processes.

- Created Dual Enrollment Faculty Handbook
- Trained as a data coach
- Developed cohort research project with Craig Hayward
- Created AP, Dual Enrollment and Articulated Course comparison table

Leadership and Engagement
A commitment to build leadership within the College and active engagement with the community.

- Created Dual Enrollment newsletter
- Engaged two new dual enrollment partners
- Represented Dual Enrollment and Articulation at Alliance meetings and CTE Southern Region Meetings
- Project Lead for Regional Collaborative grant for Bakersfield College
- Attended IEPI Conference and developed relationships with other community college campuses