

Request for Reassignment Proposal

Instructions: Complete the following form, ask your dean to review and sign, and then submit it to the Office of Instruction. You can use the Tab key to move through the form fields.

1. Term in which assignment would begin (*semester, year*) FALL 2016
2. Application Date (*mm/dd/yyyy*) 01/11/2016
3. Author(s) Jessica Kaven

Overview

4. Type of Request:
 - New request for reassignment
 - Renewal of existing reassignment
 - Augmentation to existing reassignment
 - Revision to a previously submitted application
5. Position or Project Name:
Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)
Honors Transfer Program Coordinator

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week

6. Fall (*FTE*) 0.40 Spring (*FTE*) 0.40 Total Annual (*FTE*) 0.80
7. Duration of Reassignment
How many semesters of reassigned time are being requested? When is the end date? (Please note that if the request exceeds two years, a renewal RRP will be required.)
2 years (Spring 2018)
8. Commitment
Upon completion of the reassignment term:
 - The work is complete and no further investment of reassigned time will be required.
 - The work will require an ongoing commitment of reassigned time or other staffing.
9. How will the part-time faculty replacement costs be funded?
 - Fund 1 PT faculty allocation
 - Grant funding, please specify
 - Categorical funding, please specify
 - Other, please specify

Justification

10. Identify the duties to be performed and explain why they require reassigned time.

Below is a general timeline and list of duties of the coordinator to be performed throughout the academic year. Although the position is has yearround duties, it currently only includes reassigned time for the fall and spring semesters. In addition, the current coordinator is also

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the co-chair of IPC in which no reassigned time is given. All duties identified go beyond section D of the contract. Reassigned time is needed in order to maintain the program.

SUMMER

- Week 2: Email Honors Contract Proposal applicants
- Week 6: Email Honors Contract Completion Form & reminder due date
- Email honors promotional material: honors/HTP/PTK
- Answer student emails regarding HTP
- Meet with students regarding HTP
- Confirm PTK liaison
- Update HTP website

FALL SEMESTER

- Weekly 1-hour meetings with VPI during fall and spring semesters
- Week 1: Email José Pena regarding Spring schedule. Inquire about requested honors courses and selected courses accepting honors classes (those to be noted in schedule)
- Weeks 1-2: Request copies of program promotional material
- Email past professors regarding contract language in schedule (look at courses and individually email professors)
- Weeks 2-5: Email students regarding honors contract option and deadline (GWAMAIL)
- Weeks 1-4: Meet with counselor at least two times to review program needs, new applications and updating membership list
- Weeks 1-4: Meet with students and answer emails regarding HTP
- Weeks 2-4: Attend HTCC, state-wide honors consortium, in southern California
- Week 4: Request data from PRIE (GPA, honors units completed, in-progress, enrolled in district, etc.)
- Weeks 1-5: Email students with outdated SEP
- Weeks 4-6: Email Honors Transfer Program Advisory Committee regarding availability & set meeting date
- Weeks 1-7: Update current HTP membership list (SEP, GPA, # of honors credit completed, # of honors units in progress, # of contracts)
- Weeks 1-7: Counselor reviews all new applications; coordinator emails each applicant separately & updates HTP membership accordingly; coordinator manages document, reviews counselor notes and updates membership list
- Weeks 1-8: Once the schedule is finalized, create spring semester course offerings poster; request copies and post around campus; provide copies to advisory members at first meeting date
- Weeks 1-8: Review contract proposals, email every student and advising faculty member; proposals due date by week 9
- October: Mills Faculty Roundtable (confirm date and seek interested faculty – typically \$30 fee/person); presented over the past two years
- Week 6: HTCC membership dues need to be paid
- Week 8: Develop “clean” list of members and email Ruth Miller & Maria Lara the priority registration list
- Weeks 9-18: Work with students interested in UCLA and other honors-to-honors transfer agreements. This includes communicating transfer options with students, answering questions, directing them to honors counselor, etc.
- Week 10: Request PRIE data: Need emails of all students who completed honors units the prior spring semester and current fall semester
- Week 12: Attend National Collegiate Honors Council (NCHC); presented two of the last three years
- Week 12: Email all honors students regarding symposium

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- Weeks 12-18: Advertise symposium date held in May & proposal due date (typically 2/14); add proposal recommendations to email; advisory members announce at division meetings; contact students who have completed honors contracts and honors courses (using PRIE data)
- Week 16: Email to faculty asking them to request honors courses in the following fall semester
- Week 16: Email students regarding honors course offerings for spring semester
- Week 17: Email students who applied for honors contracts reminding them of the due date of the completed form and project (end of finals week)
- Week 18: NCHC membership dues need to be paid
- Weeks 1-18: Attend division meetings to chat about HTP
- Weeks 1-18: Review Honors Addenda in CurricuNET & update curriculum website for all approved new courses or course modifications
- Weeks 1-18: Meet with faculty interested in teaching in honors and discuss how to develop a strong honors addendum
- Weeks 1-18: Update HTP and Advisory websites
- Weeks 1-18: Attend Bay Honors Consortium (BHC) planning committee meetings when available. These meetings are held in SF (note: membership fees typically due sometime in the fall)
- Weeks 1-18: Promote HTP (tabling, STEM open house, international students & transfer presentation, club rush)
- Weeks 1-18: Co-chair advisory committee meetings (at least 2/semester). This role includes contacting all members for a agreed upon meeting date, developing the agenda, dispersing the agenda and co-chairing the meeting

WINTER BREAK

- Answer student and faculty questions regarding honors contracts & the HTP
- If PLSC 325 was offered, retrieve transcripts, confirm grade of at least a 'B', identify additional class that will be changed to honors, and email Ruth Miller/Maria Lara of changes
- Collect and review honors contract completion forms; generate list of students who complete and did not complete the honors contract; email faculty members the list and ask them to review it for any errors
- Once approved, compile list of students who completed an honors contract to Ruth Miller/Maria Lara
- Send student list of those who completed honors contracts to CWA coordinator. Update membership list to include CWA students
- Review enrollment of all honors courses; work with VPI and respective deans regarding enrollment agreement; recommend "saving" 1-3 sections due to low enrollment

SPRING SEMESTER

- Repeat most duties from FALL SEMESTER list
- Weeks 1-4: Duties surrounding symposium. Request emails of all honors students during the past year. Communicate proposal due date (typically on 2/14). Offer assistance with proposal, answer questions, etc.
- Weeks 1-4: Set date for Cañada's research conference (mandatory for all students whose proposals were accepted). Date is typically the Thursday the week before the symposium.
- Weeks 1-4: Identify students who applied to UCLA via TAP. Assist students with completing the last form need to be edibility (work with honors counselor on this). Forms are required to be filled out and signed by the student and the honors coordinator. Forms must be priority mailed.
- Weeks 4-8: Identify students who are graduating AND completing the program. This will required reviewing google doc that coordinator and counselor created AND sending an email to all members requesting this information (as a precaution).

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- Weeks 4-14: Assist those who were accepted to present at the symposium, both students and faculty.
- Weeks 4-14: Organize Cañada's student research conference. This includes surveying students who submitted symposium proposals (all will be invited to the conference; conference is mandatory for all those accepted to the symposium) regarding their schedules (see example in google doc), confirm date, reserve room, create program, recruit faculty judges, recruit student moderator (preferably Communication Studies major), order food through on-campus dining (use Vending Commission money), invite campus community, communicate presentation and day-of expectations (see presentation sheet and What To Expect email), etc.
- Weeks 8-12: Finalize list of members completing the program. Work with Maria Lara and Soraya Sorabi on identifying their majors and GPA status. Confirm with Jose Garcia to include student's names on graduation program
- Weeks 8-14: Prepare and participate in the awards ceremony. Need to communicate the graduate's names with Soraya to they are included on the program. All graduates receive their medals at the ceremony. Prepare a presentation speech (2-4 minutes) and plan to attend the ceremony (typically on a Friday or Saturday).
- Week 14: Facilitate day of Cañada's research conference
- Week 15: Attend symposium (typically on a Saturday in early May at either Stanford or Berkeley).

11. Identify how the activities align with the college's strategic plans and initiatives.

The primary purpose of the Honors Transfer Program (HTP) is to serve academically eligible students whose educational goal is to transfer to a 4-year institution and complete a bachelor's degree. In addition, the students must be interested in participating in challenging, academically rigorous experiences through classes and seminars. The program is designed for highly motivated, high achieving students, and is meant to better prepare them for university work.

The HTP has many strengths. The HTP offers several Honors agreements with 4-year universities and colleges, including UCLA & UC Irvine (students must complete the Cañada's program – 15-units of Honors – in order to be eligible). Another benefit is that members of the program receive priority registration in the district and specialized counseling with the HTP counselor. Students who have completed the program are also privy to enhanced scholarship opportunities. For HTP members and non-members, taking Honors course is also a way for students to strengthen their transfer applications. As for Fall 2014, all students who complete the program will receive notations on their degree/certificate and transcripts.

The HTP directly aligns with the college's Student Equity Plan (goals 1, 3, & 4), Student Engagement Plan (principle 6), Strategic Enrollment Plan (goals (1)TL, (2)C & (3)CC), and Educational Master Plan (goals 1, 2, 3, 5, 8, 9 & 11). Additionally, the HTP supports the college mission of creating a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing enhancing learning and transfer opportunities. Along with the college, the HTP focuses on cultivating students' abilities to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view.

12. Provide evidence that the quantity of reassigned time being requested is justified by the workload.

This might be accomplished by providing a schedule of work to be performed during a typical week. (1 unit = 2.5 hours per week)

Honors/IPC meeting: 1hr/week

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Recruitment: 2hr/week

Management of the program (e.g., courses, student contact, tracking students, meeting with respective bodies on campus, tracking membership, etc.): 10-12 hrs/week

Developing and dispersing promotional materials (print & electronic): 0.5hrs/week

Cañada's research conference: 1hr/week (SPRING semester only)

HTP advisory and counseling meetings: 1hr/week

Reviewing honors addenda & meetings re: honors curriculum: 1hr/week

13. Nature, number and frequency of meeting (*if applicable*) HTP Advisory Committee meetings 2/semester; Bay Honors Consortium 1/month in San Francisco

14. Number of faculty directly served by this position annually (*if applicable*) 20+

15. Number of students directly served by this position annually (*if applicable*) 250-300 general students and 70-100 HTP members per year

Assessment

16. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment. The outcomes of this assignment align with the program learning outlines.

Upon graduation and/or transfer from the Honors Transfer Program, students will have:

a. Completed at least 15-units of Honors;

b. Completed Honors research;

c. Presented Honors research at Cañada College's Honor Research Conference and/or the Bay Area Honors Consortium.

17. Accountability

Describe how the activities performed under this assignment will be recorded and reported.

Weekly meeting with the VPI, HTP Advisory Committee meetings twice per semester and via written program review bi-annually.

Administrative Use Only

Dean's Review:

Fully support request

Support with reservation

Do not support (explanation required)

Explanation:

VPI Action:

Approve request as submitted

Approve request but with less time than requested

Explanation:

Deny request with recommendation to revise

Deny request (explanation required)

Recommendation for alternate funding:

Professional Development

President's Innovation Fund

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- Grant/Categorical (specify)
- Overload hourly special project
- Stipend

- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

Approved Duration of Assignment:

Outcomes and reporting requirements:
