

## 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 2015
2. Application Date (*mm/dd/yyyy*) 2/6/15
3. Author(s) Jenny Castello

### **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.)*  
ESL Department Coordination

### **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*) 0.67      Spring (*FTE*) 0.67      Total Annual (*FTE*) 1.34
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 semesters for the 2015-2016 academic year
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 Silicon Valley Community Foundation grant
  - Categorical funding, please specify
  - Other, please specify

### **Justification**

10. Identify the duties to be performed and explain why they require reassigned time.  
Coordination of ESL Department involves working with the following:  
948 ESL students on campus and at 7 off-campus sites,  
4 fulltime faculty, (5 including the coordinator),  
15 adjunct ESL faculty,  
1 retention specialist,  
1 student assistant,

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11 student tutors at off-campus sites,  
3 grants,  
Silicon Valley Community Foundation grantee cohort meetings,  
MOUs and Facilities Agreements with 5 community partners and the District Office,  
ESL schedule development with 16 different ESL courses;  
18 ESL sections offered on campus per semester and 18 ESL sections offered at 7 off-campus sites,  
Outreach to DELAC and ELAC groups at community partner sites every semester,  
Application, Financial Aid, and Registration Workshops twice a semester in 12 evening ESL classes, 6 evening CBOT courses, and 2 day ESL classes at 7 off-campus sites,  
College Information and ID events day and evening for all off-campus ESL students every Fall and Spring semester,  
13 classroom visits on campus twice a semester, including Inreach on campus about SEPs, ACE Award, and PASS Certificate in collaboration with the BSI/ESL counselor  
all ESL textbook orders for Fall, Spring and Summer,  
ESL day and evening classroom visits during the Summer semester  
visits to Word Jam ESL sections in January and August  
collaboration with ACES Committee on the Transfer Discipline Parade every Fall semester,  
ESL Recognition Ceremony every Spring semester  
ALLIES Steering Committee and ESL Provider Network Conferences,  
ACCEL Steering Committee and Coastside Collaboration Action Team,

11. Identify how the activities align with the college's strategic plans and initiatives.  
The work of the ESL Coordinator aligns with all four goals of the College's Strategic Plan.
1. Teaching and Learning: The ESL Department meets the students where they live and work and supports them in learning the necessary English language, academic, and technology skills to transition to the campus to continue to improve these skills to find and begin career pathways. The ESL Department has participated and also led innovative professional development initiatives related to the use of e-portfolios and student tutors/mentors in ESL classes.
  2. Completion: Every semester the ESL Department provides support for students in completing the application, financial aid and registration process in ESL classes on and off campus to improve course completion and persistence. It was one of the first California Community Colleges to offer a Certificate of Completion for ESL students, and has offered the ACE and EFW awards to recognize momentum points for students. In addition, the ESL Department has collaborated with the CBOT, ECE, Math, and HMSV Departments to create career pathways for students.
  3. Community Connections: The ESL Department has partnerships with Redwood City School District, Ravenswood School District and Nuestra Casa in East Palo Alto, Cabrillo School District and Moonridge Housing Initiative in Half Moon Bay, and Sequoia Adult School. The ESL collaboration with Sequoia Adult School has been instrumental in the ACCEL-led collaboration in the areas of English, Reading, and Math.
  4. Global and Sustainable: The ESL Department provides a connection to the immigrant community in our service area that enriches the diversity of our campus and promotes equity.

The 2013-2014 Strategic Initiative of Pathways, Community and Completion has been supported by the ESL Department as mentioned in #1, 2, and 3 above.

The 2014-2015 Strategic Initiative of Student Engagement, Mentorships/Internships, and Completion is being supported by the ESL Department in actively informing and connecting students to the College campus and resources, as mentioned in 10. above.

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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)*  
As the first ESL Department Coordinator for both on and off-campus ESL classes, I kept track of my hours last year from August 1, 2013 through June 30, 2014 and recorded 300 uncompensated hours in addition to the 10 units/25 compensated hours per week from August 15, 2013 to May 23, 2014. This academic year, I am trying to reduce the number of uncompensated hours by planning my schedule more carefully to include the many evening hours that are required to coordinate the multiple off-campus sites and many evening sections of ESL.
13. Nature, number and frequency of meeting *(if applicable)* As mentioned in the response to 10., ESL Department Coordinator involves visiting the 7 off-campus sites and meetings with the 5 community partners off-campus 2-3 times every semester, attending SVCF grantee meetings 2 -3 times a semester, participating in ALLIES Steering Committee phone conferences twice a month and f2f meetings twice a semester, ACCEL Steering Committee meetings and Coastside CATs meetings 3-4 times a month,
14. Number of faculty directly served by this position annually *(if applicable)* 4 FT, 15 PT
15. Number of students directly served by this position annually *(if applicable)* 948

### **Assessment**

16. Outcomes  
*List the outcomes that can be expected upon completion of the term of reassignment.*  
*The ESL Department will continue to serve the ESL students in our community, meeting them in the communities where they live and work and supporting them in transitioning to campus to continue to improve their English language, academic and technology skills to be able to continue on their career pathways.*
17. Accountability  
*Describe how the activities performed under this assignment will be recorded and reported.*  
*ESL schedule development, ESL enrollment numbers, grant reports, number of English for the Workforce and Academic Command of English Awards and Preparation for Scholarship and Success Certificates,*

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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  
 Deny request with recommendation to revise  
 Deny request (explanation required)

Explanation:

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## Recommendation for alternate funding:

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

- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

## Approved Duration of Assignment:

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## Outcomes and reporting requirements:

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