

## 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*) 02/17/2015
3. Author(s) Alison Field

### **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.)*  
DREAMers Task Force 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*) 0.20      Spring (*FTE*) 0.20      Total Annual (*FTE*) 0.40

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 initially (the need is likely ongoing, but since this is a new request, I think it should be evaluated after 1 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
  - Categorical funding, please specify
  - Other, please specify

### **Justification**

10. Identify the duties to be performed and explain why they require reassigned time.  
The DREAMers Task Force coordinator will: 1) coordinate and ensure support for prospective and current student DREAMers and facilitate access to services and programs, especially campus services and support, but also community, state (AB540, AB60, the "Dream Act") and federal programs (DACA, DAPA); 2) collaborate with BTO & our community partners to

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train student mentors to help provide one DACA clinic per semester; 3) Play a lead role in providing culturally relevant social justice programming, such as the Undocumented Student Forum and "Migration is Beautiful" Art Workshops; 4) keep abreast of policy and program changes and help educate other faculty, staff and students through the production of print materials, web pages, presentations, workshops; 5) chair monthly meetings; 6) liason with local community and educational organizations, including Sequoia High School, to ensure information sharing and service delivery to students and their families; 7) assess the effectiveness of all of the above.

These activities go beyond the Duties and Responsibilities of instructors as outlined in Appendix D1. The amount of time needed to ensure all of these activities on an ongoing basis, and the importance of this work for the college and students we serve, compel the need for reassigned time. The current outlay of voluntary time is unsustainable and not all tasks are getting done.

11. Identify how the activities align with the college's strategic plans and initiatives.
- 1) EMP Global and Sustainable obj. 4.1: Create social justice interest groups to focus on issues and increase awareness on campus.
  - 2) EMP 2.8: Create faculty-student and student-student mentoring opportunities.
  - 3) Cañada Strategic plan goals #3 "Community Connections" and #4 "Global and Sustainable".
  - 4) District Strategic plan goals: Improved Outreach & Student Orientation / Build k-16 partnerships, enhanced transfer services, develop diversity framework to support success and access.
  - 5) Equity Plan Goals: Access, Success and Completion -- targeted to the population that we serve (see "Background" below), including: financial guidance, culturally responsive programming, professional development, "wrap-around support," maintaining HSI status, provide orientation and increase transfer rates).
  - 6) SEP "Community Goals" #3: Promote our college as a community resource specifically tied to the enhancement of the cultural, intellectual and physical well-being of our local residents.

BACKGROUND: According to a study conducted by the Silicon Valley Community Foundation (SVCF), San Mateo County's immigrant population is one of the largest and fastest growing in the nation -- 34% of all county residents in 2013 (U.S. Census Bureau). According to SVCF, "Immigrants surveyed place a premium value on higher education." In fact, 73.6% identified "access to quality education" as one of their top "needs", along with healthy food (83.3%), affordable housing (80%) and help finding a job (74.1%) (SVCF, 2013).

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)*

124 hours per semester / 7.5 hours per week

- 1) Ensure/ coordinate access to services and support for students (40 hours per semester):
  - outreach & recruitment to prospective students (producing materials, tabling/organizing, coordinating w college recruiting dept.) (8+hrs per semester)
  - update and maintain Roadmap for new student orientation (4+hrs. per semester)
  - update & maintain AB540/DREAMers web pages (20 hrs initially, then 4+ hrs. per semester)
  - liason with Financial Aid, BTO, counseling, EOPS, SparkPoint (2+ hrs. per semester)
  - work with Transfer Center to provide Transfer Workshop for DREAMers (4+ hrs per year)
  - present / table at Transfer Discipline Parade, ASCC events & other campus events (8+ hrs per semester)
- 2) Collaborate w BTO & community partners to provide one DACA clinic per semester (20 hours per semester)
  - outreach and promotion, collaboration time, meetings, advance logistics and registration (12+ hrs. per semester)

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- training session for volunteers (set-up, materials, training) (4 hrs. per semester)
  - participate in the clinic (4 hrs. per semester)
- 3) Take a lead role in providing culturally responsive Social Justice programming -- one major event per semester (12 hours per semester)
- collaboration, outreach and promotion, advance logistics, funding & planning (8 hrs. per semester)
  - work at the event/ day of (4hrs. per semester)
- 4) keep abreast of policy and program changes and provide updates and educational / professional development opportunities for other faculty, staff and students (28 hours per semester)
- participate in community and governmental information sharing, networks and list serves (8 hrs. per semester)
  - attend occasional Webinars, the bi-annual E4FC Conference, & other PD opportunities (variable, 8-16 or more hours per semester)
  - produce printed materials, give reportbacks, or other PD info. (4+ hrs per semester)
  - bring speakers to campus. (organize, outreach, attend) (4+ hrs per semester)
- 5) meetings (Task Force, ACES, other) (12+ hrs. per semester)
- 6) liason with local community and educational organizations including Sequoia High School
- attend local events, tabling, meetings, visits (variable, 4 - 12 hrs or more)
- 7) assess the effectiveness of all of the above. (4 hrs. per semester)
13. Nature, number and frequency of meeting (*if applicable*) DREAMers Task Force once per month; ACES once per month; and others as needed
14. Number of faculty directly served by this position annually (*if applicable*) 38 faculty are receiving info./ updates; ~10 participate on the Task Force; ~15 attended our last PD event.
15. Number of students directly served by this position annually (*if applicable*) 40 to receive DACA; 20 to be trained to assist/mentor DACA applicants; ~30 students attend Transfer workshop; 40 to attend this semester's "Art Workshops", 6-12 participate very actively as Task Force and/or Club members. An unknown number of students benefit indirectly thanks to information and referrals we provide at college recruiting events, new student orientations, tabling on campus, accessing online info and participating in special events / social justice programming.

### **Assessment**

#### 16. Outcomes

*List the outcomes that can be expected upon completion of the term of reassignment.*

- *Forty current Cañada students will apply for, and receive administrative relief from deportation or detention.*
- *All new and incoming students who attend Orientation will receive access to information about DREAMers programs and support.*
- *Hold two professional development opportunities each year. (All Cañada faculty, staff and students receive access to new information and updates about changes to immigration laws and policies that affect our students.)*
- *All current students will be given two opportunities to participate in culturally relevant social justice programming / special events.*
- *The Cañada DREAMers web pages will be updated to reflect current policies and programs that affect our students.*

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- The "DREAMers RoadMap" will be updated to reflect new support and programs, that are available for our student DREAMers (things like SparkPoint).

### 17. Accountability

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

*Monthly report to DREAMers Task Force and ACES*

*Written annual report*

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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:

#### 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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