

# 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*) 02/16/2015
3. Author(s) Carolyn Jung

## **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.)*  
CBOT Department Coordinator

## **Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:

additional unit (0.067 FTE) represents an additional 2.5 hrs/week

0.2 FTE (3 units) = 7

6. Fall (*FTE*) 0.1      Spring (*FTE*) 0.1      Total Annual (*FTE*) 0.2
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.)*  
Four semesters (2 years). Beginning with Fall 2015 and ending at the end of Spring 2017
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.  
I am requesting 1.5 units (3 hrs./week) of release time to serve as the CBOT Dept. coordinator. Currently, I also have an additional 1.5 units as coordinator at the Menlo Park site. I have been informed that there are going to be changes in Menlo Park which will affect my position as coordinator and there are budget constraints. As a result, I am requesting that the 1.5 units of Menlo Park coordination be removed from my load.  
As a CBOT Coordinator, I perform the following duties:

## Request for Reassignment Proposal

1. Work with Cooperataive Education instructor to encourage student to take Cooperative Ed. for credit if they work or do any type of volunteer work.
2. Advise and mentor students, both new, continuing, and as CBOT program requirement changes.
3. I chair the CBOT Dept. Advisory Committee, network with members of the IAAP (International Association of Administrative Professionals--three of our former advisory members are from that organization) to attract NEW members, I coordinate and prepare the agenda, any research required for the meeting, handouts, and activites in order to prepare to chair each meeting. I contact and notify all members of the meeting date/time.
4. Assist the Dean in the hire and evaluation of adjunct faculty. My most recent evaluation was the evaluation of Jaime Purnell at the Menlo Park Campus.
5. I review any new or updated CBOT articulation agreements. (e.g. just this past Friday our CTE Coordinator renewed our articulation agreements with Job Train. I will be reviewing these revised articulation agreements this week to be sure they confirm to department standards and according to our course outlines.
6. Provide program participation in college sponsored events such as Arts and Olive Festival. For community activities I am on the Board of Directors of Computers for Developing Minds, Inc. (a public benefit non-profit corporation) that gives recycled computers to students.
7. Hold CBOT Dept. meetings a minimum of twice per year with faculty and staff to discuss year end progress, new developments, decisions that needs to be mades, issues that need to be resolved, and new goals or activities for the next year. Work with adjunct faculty in staying current in technologies and with department PLOs.
8. Supervise inventory of all hardware, software, supplies, equipment for dept.
9. Supervise the the creation of all advertising/marketing materials (Flyers, Tents, brochures for the department and assure that the materials are posted.
10. Assure all equipment in classrooms (printers, computers, over-head projectors) are in running order--I work closely with the IT Dept. to make sure this occurs.
11. Submit budget requests for our short term hourly student assistants (we have four student assistants).
12. Hire, train, coordinate, and supervise all student assistants.
13. Coordinates repairs of equipment with necessary technician. (e.g. problems with our computers, scanner. (e.g. this happened recently when our scanner was not working in Room 217.
14. Meet with new potential students over the phone and in person and disseminate information regarding our college, but also our own CBOT program. (e.g. this happened recently with a referral from Peninsula Works with two potential students).
15. CBOT Coordinator works with Job Train personnel and personnel from Canada College working and teaching at this off-campus site. I verify that the content of what is taught is comparable with what is taught on the Main Campus.

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

The purpose of Canada College's strategic plan is to provide annual direction and priorities for key initiatives for our college. Our activities align with two main strategic directions/goals of: (1) Teaching and Learning and (2) Completion. Our activities prepare our students with up-to-date knowledge and skills to achieve their educational goals, using current technology to enable them to work in industry. In addition, with the help of student assistants and instructional aides, we are committed to students' completing their certificates, degrees, or transfers. As part of CTE, we provide pathways to support success and retention of the students in their education goals. The student learning initiative in reference to SLOs and PLOs have all been completed and current.

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

## Request for Reassignment Proposal

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

Weekly average:

1. Supervised student assistants and instructional aides and manage labs: 2 hrs./wk
  2. Advised students: 1.5 hrs./wk
  3. Coordinate with off-site locations and coordinators (Menlo Park, high schools, review articulation agreement): .5 hr./wk
  4. Develop/implement budget/grants and work with Advisory Committee (two of our advisors have termed out and I will be looking for two new advisors for our next advisory meeting in April): 1 hr./wk
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13. Nature, number and frequency of meeting *(if applicable)*
  14. The CBOT Department meetings (2 a year)--more as needed. The meetings are to discuss year end progress, new developments, issues or problems, decisions that needs to be made by the department, new goals, or activities for the coming year. Recently, we had a CBOT Dept. meeting with a guest speaker. Our department is updating to Microsoft Office 2013 in Fall 2015 and a Paradigm rep was invited to speak in regard to a text we are considering adopting for two of our classes. In addition, when issues arises between staff members and the student assistants, as the coordinator I have had meetings to try to resolve these issues.
  15. Number of faculty directly served by this position annually *(if applicable)* 6 currently
  16. Number of students directly served by this position annually *(if applicable)*

### **Assessment**

#### 17. Outcomes

*List the outcomes that can be expected upon completion of the term of reassignment. Some of the outcomes are students can complete their certificates, which is one of our strategic plans, which is to commit to student completion of their certificates. Another is completion of SLOs and PSLOs which is an initiative. Another outcome is the smooth running of the department where assistant professors have a department coordinator to handle problems, answer questions, and perform the duties they cannot do that only a full-time faculty coordinator can do. Advisory meetings are held twice a year, the next Advisory meeting will be on Thursday, April 24, 2015. Credit by Exam will be recorded at the Admission's Office and a copy of the Petition for Credit byExam will be in the Division Office.*

#### 18. Accountability

*Describe how the activities performed under this assignment will be recorded and reported. Department and Advisory committee meeting minutes, Agreements and schedules with off site locations, Budget and grants will be developed and administered .*

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Administrative Use Only

### **Dean's Review:**

- ☒ Fully support request  
☐ Support with reservation  
☐ Do not support (explanation required)

Explanation:

**VPI Action:**

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☐ Approve request as submitted

☐ Approve request but with less time than requested

Explanation:

Recommendation for alternate funding:

☐ Professional Development

☐ Grant/Categorical (specify)

☐ Overload hourly special project

☐ Stipend

Comments:

☐ Deny request with recommendation to revise

☐ Deny request (explanation required)

☐ President's Innovation Fund

☐ Trustees Fund for Program Improvement

☐ Short-term hourly staff

Approved Duration of Assignment:

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Outcomes and reporting requirements:

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