

## 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) DAVID MECKLER

### **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.)*  
FINE AND PERFORMING ARTS 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*) 3.00      Spring (*FTE*)      Total Annual (*FTE*) 3.00
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.)*   
1
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.  
SEE ATTACHED BELOW
11. Identify how the activities align with the college's strategic plans and initiatives.  
SEE ATTACHED BELOW

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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)*  
SEE ATTACHED BELOW
13. Nature, number and frequency of meeting *(if applicable)* SEE ATTACHED BELOW
14. Number of faculty directly served by this position annually *(if applicable)* 6
15. Number of students directly served by this position annually *(if applicable)* to be determined!

### **Assessment**

16. Outcomes  
*List the outcomes that can be expected upon completion of the term of reassignment.*  
SEE ATTACHED BELOW
17. Accountability  
*Describe how the activities performed under this assignment will be recorded and reported.*  
*see attached below*

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Administrative Use Only

#### Dean's Review:

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

Explanation:

#### VPI Action:

- |  |   |
|--|---|
| <input type="checkbox"/> Approve request as submitted                      | <input type="checkbox"/> Deny request with recommendation to revise |
| <input type="checkbox"/> Approve request but with less time than requested | <input type="checkbox"/> Deny request (explanation required)        |

Explanation:

#### Recommendation for alternate funding:

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Development        | <input type="checkbox"/> President's Innovation Fund           |
| <input type="checkbox"/> Grant/Categorical (specify)     | <input type="checkbox"/> Trustees Fund for Program Improvement |
| <input type="checkbox"/> Overload hourly special project | <input type="checkbox"/> Short-term hourly staff               |
| <input type="checkbox"/> Stipend                         |  |

Comments:

#### Approved Duration of Assignment:

\_\_\_\_\_

#### Outcomes and reporting requirements:

\_\_\_\_\_

Reassigned time for a coordinator for the fine and performing arts is requested. Submitted by David Meckler, Feb 2015

This request meets all of the following criteria:

- a. linked to the Strategic plan or other institutional initiatives → the arts can be used in support of strategic enrollment initiatives that serve the entire campus
- b. regarded by the College as a high priority for the institution → the College President has stressed the importance of the arts on campus; the arts are a public face for the college.
- c. explicitly linked to student success → more and more studies show that involvement with the arts boost student success; additionally, specific items such as working with e-portfolios are directly in support of student success
- d. beyond the responsibilities of faculty as described in Appendix D1\*. → See following list of Responsibilities

These additional criteria are also addressed in the list of Responsibilities:

- a. there are not staff or faculty available to do the work within the normal scope of their position;
- b. requires a level of involvement that exceeds routine committee work;
- c. enhances the academic growth and/or the scholarship of the College;
- d. is beyond the scope of "Other Duties as Assigned."

### **Responsibilities and Assessment**

This request would support the following wide range of activities. The specific responsibilities and tasks would be chosen by the dean and all involved arts faculty.

#### E-portfolios

- e-portfolios leadership
  - MEASURABLE: presentations to at least 4 courses (one from each discipline)
- e-portfolios tech support

#### Planning

- integrated program review (combining the individual program reviews and assessing program level LOs)
  - MEASURABLE: biennial program assessment
- strategic enrollment planning and promotion
  - connected to curriculum
- diversity and community outreach planning
  - biggest piece – HS, community groups, HS counselors
  - MEASURABLE: attend at least one CSE mtg, attend 4-5 high school/community meetings or events
- instructional equipment and building requirements
  - MEASURABLE: annual equipment request consolidated and presented; AND direct follow-up on response

#### Administrative coordination

- coordinate activities of the Theater department part-time outreach/publicity hire MEASURABLE: hire is done
- grant writing to support
  - MEASURABLE: identify 5-10 grant opportunities; apply for 3 per semester
  - on-going Theater department part-time publicity hire
  - Arts Honors Seminar ticket subsidies (grant application)
  - MUS 501 series studio instruction (consultation with Skyline; curriculum work)  
MEASURABLE: proposal/report to dean; curriculum proposal
- serving as the point-of-contact for coordination with the Stanford Arts Initiative MEASURABLE: 1-2 meetings w/ Stanford, PTK students
- technology support (TracDat, Curricunet, WebAccess, etc.) MEASURABLE: hours logged with colleagues
- new curriculum support (for example, a music ensemble course is only one unit and yet requires far more admin work; a coordinator could make up the slack); not yet measurable until such an ensemble class is offered.
- intern MEASURABLE: number of interns, weekly meetings
- honors program integration
  - arts activities outside the classroom for honors students social bonding MEASURABLE: number of events, number of students involved
  - honors sections and contracts integration across the arts MEASURABLE: meeting attendance, number of students and contract involved
  - coordinate arts events for international students MEASURABLE: number of events, number of students involved
- coordinate ENG 100 formal and informal learning communities connected by the arts (creative writing, songwriting, Milestones, dance, studio arts, theater, etc.)
  - MEASURABLE: meet w/ ENG coordinator during semester to plan following semester
- increase coordination with on-campus arts programs not in our division: Dance; Multimedia; Interior design; Fashion; Latin American Latinos/as Studies
  - MEASURABLE: 1 hr mtg within 1<sup>st</sup> month of each semester; example ask Fashion if a songwriting student could contribute music for the fashion show
- increase arts profile w/ counseling
  - MEASURABLE: 1 hr mtg within 1<sup>st</sup> month of each semester
- meet with Student Association
  - promote film making to arts students
  - concerts to integrate with curriculum in courses
  - MEASURABLE: 1 hr mtg within 2<sup>nd</sup> month of each semester, number of events, number of students involved
- attend curriculum committee meetings when arts-related issues are on the agenda  
MEASURABLE: meetings attended

#### Public outreach

- website and social media
  - MEASURABLE: weekly posts and website updates
- theater, gallery, music events promotion
  - MEASURABLE: at least one coordinated document (brochure, flier, posters) per semester
- individual course promotion & recruitment (especially for new classes)

- individual program promotion & recruitment