

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) Kristen Parks

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.)
College for Working Adults 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
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 faculty coordinator will be teaching in the College for Working Adults as part of the normal assignment. In addition, the coordinator develops, reviews, and updates the program's degree offerings and curriculum plan on an annual basis. Each semester the coordinator works with division deans to create the CWA course schedule and to manage course enrollment. The coordinator leads monthly faculty meetings, provides professional development opportunities for instructors, and serves as a liason between students and

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faculty. The coordinator also conducts orientations for new instructors and new students and manages separate online communities for instructors and students. The coordinator is responsible for submitting the annual program plan and the biannual program review.

11. Identify how the activities align with the college's strategic plans and initiatives.
The College for Working Adults is designed to improve access, retention, degree completion, and transfer for non-traditional students. The CWA offers flexible course scheduling options (including distance education) as part of a clearly defined pathway. CWA students earn up to three Associate degrees in three years, while attending evening and weekend courses as part of a cohort learning community. Wraparound services provided by the CWA include a designated counselor, new student orientation, and guaranteed registration. These activities support the college's Educational Master Plan (Teaching and Learning Objective 1.2 and Completion Objectives 2.1, 2.3, 2.4, 2.6, and 2.8) and Student Equity Plan (Goals D and E).
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)
Course schedule development (34 hours/semester) equivalent to ~2 hours/week
Planning and implementing orientations and faculty meetings (34 hours/semester) equivalent to ~2 hours/week
Staff meeting with counselor, retention specialist, and project director ~1 hour/week
Follow-up with instructors and students ~2+ hours/week
Communication/managing online communities ~2 hours/week
Reporting and data collection/analysis ~1.5 hours/week
Curriculum review and revision (34 hours/year) equivalent to ~1 hour/week
Recruitment/marketing (17 hours/year) equivalent to ~.5 hour/week
Special Projects (peer mentoring, book lending library, etc.) ~1.5 hours/week
13. Nature, number and frequency of meeting (*if applicable*) Monthly faculty meetings and weekly staff meetings with counselor, retention specialist, and project director
14. Number of faculty directly served by this position annually (*if applicable*) 15
15. Number of students directly served by this position annually (*if applicable*) 220

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
 1. The program will continue to grow as larger cohorts of new students enroll each semester
 2. The retention, success, and persistence of CWA students will increase
 3. The graduation and transfer rates of CWA students will increase
 4. CWA student participation in honors courses and the HTP will increase
 5. Faculty involvement will deepen with additional opportunities for collaboration, professional development, and student progress reporting
 6. Two new student orientations will be held each year
 7. Curriculum will be refined; additional degree offerings and/or pathways may be created
 8. A peer mentoring program will be developed, implemented and assessed
 9. Faculty and student handbooks will be produced and distributed
17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.
Monthly meeting with dean, annual program plan and biannual program review to VPI

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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:
