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**From:** Gregory Anderson <andersong@smccd.edu>  
**To:** Meckler, David; Stringer, Janet; Rana, Anniqua; Hirzel, Douglas; Garcia, Mike E.; Torres, Elsa; Jung, Carolyn; Ware, Lezlee; Naas, Paul; Field, Alison; Chaney, Ronda; Erickson, Denise; Castello, Jennifer; Parks, Kristen; Eslamieh, Salumeh; Lale Yurtseven  
**Cc:** Lopez, Kim; Andee Liljergren; Behonick, Danielle; Estrada, Valeria; Hsieh, Chialin; Johnson, David; Kaven, Jessica; Lina Tsvirkunova; Martin, Nicholas; Rhodes, Carol; Sirihekaphong, Supinda  
**Subject:** reassigned time process: updat

Hello Everyone,

In this email, I'd like to update everyone involved with the new process regarding reassigned time allocation. This includes Academic Senate leadership, IPC members, deans, and the faculty members who proposed reassigned time allocations.

As you know, the Academic Senate instituted this new process and the first few steps have been completed. Applications were solicited and submitted. As of *today*, I am happy to report, the Instructional Planning Committee has completed its review of **all the proposals**.

Simultaneous with the IPC review, I've been speaking with deans and faculty members about the proposals and trying to learn more about the needs described. I need to seek input from leaders who understand this college's needs more deeply than I.

I am compiling all this input into a document that will help provide a broad perspective on the current requests for reassign time.

The next step is for me to request meetings with faculty proposers to ensure that I have a clear understanding of the needs described. In those meetings, I'll also share some of the input that I've received from the IPC, deans, and others. Joan Tanaka will set up those meetings for me after Spring Break.

After those meetings, I'll then share my recommendations for allocation of release time with the Academic Senate. Finally, I'll present the outcomes to the IPC. A couple facts may be helpful to keep in mind as we go through these processes:

1. **All** the work described in the proposals is valuable, and I am committed to finding ways for the work to get done. We need to support all of our wonderful academic and student support programs.
2. In previous years, it appears that funds for release time were not allocated as part of a formal process. Rather, Measure G, carryover, or other mechanisms were used as resources for this valuable work. In short, there is no "pot of money" from which the college can fund release time.
3. Even with the disappearance of Measure G and the budget challenges that this presents, I will work with our VPAS, Michelle Marquez, to find funding for that reassign time that the college deems to be vital.