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//16/15

3. Author(s) Carol Rhodes

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.)
    SLO Coordinator and CIETL CoCoordinator

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: /semester (3 units) =7.5 hrs/week or app
additional unit (0.067 FTE) represents an additional 2.5 hrs/week

6. Fall *(FTE)* 0.26   Spring *(FTE)* 0.26   Total Annual *(FTE)* 0.52

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 plus

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.
    Plan and organize professional development activities of benefit to faculty and staff.
    Lead the college-wide incorporation of student eportfolios
    Plan and organize Flex Day activities that fit college needs
    promote use of SLO assessments at course and program levels
    -lead workshops, give presentationa at Flex Days and other times
    -work with individual faculty and/or programs

-serve as liaison with District and SKY, CSM personnel regarding SLOs and assessments
-contribute to annual accreditation reports regarding SLOs

11. Identify how the activities align with the college's strategic plans and initiatives.
SLO Coordinator is a position accepted by ACCJC as evidence of college commitment to assessment. This position can insure that assessment methods meet both accreditation and faculty needs, as well as promoting improved achievement of the college mission.
Eportfolios are a goal in the EMP ( ) and a successful program requires college-wide coordination beyond the scope of regular faculty workload.
CIETL contributes planning and organization of events to multiple college intiatives, promoting participation with Focused Inquiry Networks, bringing in appropriuate speakers, presenting workshops to staff and faculty, setting up Task Forces (ex. portfolios in 2012, pilot project in 2013, 14; Gen Ed Thematic Pathways).

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)
the release time requested includes hours spent during the summer term
present workshops on SLOs and asessments during Flex DAys, Division metings, and other times during the term: prep and presentation - 15 hours per term
write and edit reports on SLOs and use of assessments: 6 hr/term
coordinate support for training of students and staff (SLOs and portfolios): 5 hr/term
meetings as stated in next question: 16-24 hr/term
Conference on portfolios or SLO - 20 hr/yr

13. Nature, number and frequency of meeting *(if applicable)* CIETL - 2 hr/mo, IPC - 2 to 4 hr/mo; district (SKY, CSM) 3 hr/term plus SPOL mtgs (15hr?)

14. Number of faculty directly served by this position annually *(if applicable)* 100 (Flex day)

15. Number of students directly served by this position annually *(if applicable)* 0-200+, depending on portfolio use

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
Robust discussions of assessments across the campus, captured in meeting minutes
Kudos from ACCJC on our college's use of assessment throughout our activiities
Better understanding of what might produce Improvements in teaching and learning
Better rates of student success, retention,and transfer with eportfolios

17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.
Annual report of CIETL includes list of workshops, speakers, other events
CIETL Blog describes ongoing activities
Accreditation Update Reports
Progress report of ePortfolios, submitted to IPC annually

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<u>Dean's Review</u>:

☐ Fully support request
☐ Support with reservation
☐ Do not support (explanation required)
Explanation:

<u>VPI Action</u>:

☐ Approve request as submitted
☐ Approve request but with less time than requested
Explanation:

☐ Deny request with recommendation to revise
☐ Deny request (explanation required)

<u>Recommendation for alternate funding</u>:

☐ Professional Development
☐ Grant/Categorical (specify)
☐ Overload hourly special project
☐ Stipend
Comments:

☐ President's Innovation Fund
☐ Trustees Fund for Program Improvement
☐ Short-term hourly staff

<u>Approved Duration of Assignment:</u>

<u>Outcomes and reporting requirements:</u>