

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*) 02/12/15
3. Author(s) Lezlee Ware

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.)
Social Sciences 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*) 0.20 Spring (*FTE*) 0.20 Total Annual (*FTE*) 0.40
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.)
Continuous with a 2 years renewal RRP.
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.
 1. Comprehensive Program Review
 2. Social Sciences Scholarship - Student Application Coordination and Fund-Raising Event
 3. TracDat
 4. Student Learning Outcomes (SLOs) & Program Learning Outcomes (PLOs) and their link to Institutional Learning Outcomes (ILOs)
 5. Social Sciences Adjunct Orientation

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6. Majors 2 Careers
7. Web presence and accuracy
8. Social Sciences Brochure
9. SS Master Plan Class Schedule including interdisciplinary Social Science degrees (i.e. LALS, Global Studies and
10. Honors Class Schedule
11. Social Sciences Newsletter (in development)
12. Transfer Parade Schedule
13. Social Sciences Hub - mission and vision as well as calendar maintenance
14. Social Sciences Enrollments
15. Social Sciences Jam (in development)
16. A2B
17. Monthly Meetings
18. Social Sciences Tutoring
19. Hiring Justifications

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

1. The purpose of the Social Sciences Coordination position is to regularly provide direction to the various Social Sciences Departments as a group in order to be aligned with strategic plan for Cañada College and its priorities.
2. The Social Sciences' Mission, Vision and Values was developed to demonstrate alignment with the college's mission, vision, values, strategic directions and objectives from the Educational Master Plan, which intersects with and supports the Student Equity Plan, the Distance Education Plan, and the Basic Skills Plan.
3. The activities and goals of the Social Sciences connect and align with the college's four strategic direction and goals: One - Teaching and Learning Equip students with the knowledge and transferable skills so they can become productive citizens in our global community; provide clear pathways for students to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems because the Social Science Disciplines all provide transfer degrees and a number of certificates; Two - Completion Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals (Social Scientists are in the process of contributing to the GE Pathways Initiative); Three - Community Connections Build and strengthen collaborative relationships and partnerships to support the needs for our community (a number of Social Science courses provide opportunities for service learning); Four - Global and Sustainable Promote shared responsibility for our environment and social justice; and create a diverse and culturally enriched community of global citizens (Social Science courses contribute to a number of interdisciplinary degrees including Global Studies).

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)

As seen in the duties listed in number 10, many of them are "seasonal" and require more or less time per week depending on the calendar. An example of what could be considered weekly duties are listed:

1. Social Sciences monthly meeting agenda building
2. CurricuNet support
3. Social Sciences Hub Calendar

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13. Nature, number and frequency of meeting (*if applicable*) Social Sciences Monthly Meeting and other small group meetings as needed.
14. Number of faculty directly served by this position annually (*if applicable*) 30
15. Number of students directly served by this position annually (*if applicable*) 4,000-4,500

Assessment

16. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment.

1. *Compliance with Dean expectations.*
2. *Continued alignment with our Social Sciences Mission, Vision and Values which supports the college's strategic plans and initiatives:*

Social Sciences' Statement

Mission:

The mission of Cañada College's Social Sciences is to educate students in human behavior, in its many past and present cultural forms, in individual, group, national and international contexts, and to empower students as democratic participants in a rapidly changing world. Students develop a solid foundation in the social sciences, and understand how knowledge in the social sciences is acquired and evaluated. Students think analytically about themselves and the world in which they live. They prepare for a wide variety of careers in education, the professions, business, government, and social services.

The Social Sciences provide an essential component to a liberal arts education: understanding human beings in their diversity as expressed in their literatures, histories, ideas, values, oral and written expressions, and behavior. By promoting analytic, interpretive, interpersonal, and communication skills students will become professional and responsible citizens.

Students exposed to Social Science courses will benefit by developing a better understanding and appreciation of the diversity and richness of cultural and historical contexts. There is an emphasis in engaged learning as we educate students to embody holistic knowledge, inspire critical thinking, possess dynamic oral and written communication skills, and become global citizens. Together, this education and training will equip students to make positive changes in their communities.

Vision:

Our purpose is to offer a wide variety of courses and programs from the Social Sciences that will enhance the student's ability to be successful in his or her career, future learning, and personal life. The various programs and courses share similar objectives such as inculcating attitudes and skills that are pertinent to being lifelong learners, improving critical thinking skills, and enhancing communication skills. Faculty demonstrate respect for the diversity of the students we serve and the disciplines within our division by promoting an inclusive global perspective.

Thus, the Social Sciences emphasize the importance of understanding world issues and developing the attitudes and skills necessary to being socially responsible members of our society with public service programs providing students with the skills and attitudes necessary to compete successfully in various occupations.

Values:

The Social Sciences are guided by the belief that justice, prosperity, and democracy all require better understanding of complex social, cultural, economic, and political processes. We are interdisciplinary and create an understanding of international networks to link

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research to practice and policy, strengthen individual and institutional capacities for learning by:

- *Nurturing new generations of social scientists;*
- *Fostering innovative research;*
- *Mobilizing necessary knowledge on important public issues.*

3. Learning Outcomes and TracDat completion.

4. Social Sciences Hub usage and maintenance.

5. Social Science faculty cohesion in order to accomplish desired outcomes as needed by the Dean and as acknowledged by the faculty contract.

17. Accountability

Describe how the activities performed under this assignment will be recorded and reported.

Through regular meeting agenda and minutes as well as the Coordination document included in the the faculty contract.

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:
