

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 2017
2. Application Date (*mm/dd/yyyy*) 01/26/2016
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:

additional unit (0.067 FTE) represents an additional 2.5 hrs/week

0.2 FTE (3 units) = 7

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.)
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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.
Coordination of arts awareness and enrollment promotion across disciplines
Coordination of planning that falls outside of the SPOL process
11. Identify how the activities align with the college's strategic plans and initiatives.
As noted in the Arts Task Force 2016 report, the first four of our Institutional Learning Outcomes depend on the arts.

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Critical Thinking – understanding the arts is all about investigating points of view; participating in the arts is to engage in creative problem solving.

Creativity – integral to the arts and the arts are integral to creativity!

Communication – the very idea of the arts are a form of communication

Community – the arts can create the community and provide the very symbols of that community; they can provide understanding and empathy for interpreting various points of view that emerge from a diverse world of peoples and cultures.

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)
Research and preparation of brochures (or input for materials produced by campus PR) and PowerPoint presentations about course offerings, on-campus activities and career possibilities; about 6 products, about 5-10 hrs each, averaging out to about 3 hrs per week.
Contact with CSUEB, SJSU, Stanford and our sister colleges about trends, programs and opportunities for cooperation, 1 hr per week
Social media posting about arts events; including Redwood City Arts community email lists, 1 hr per week.
Planning and coordinating events to promote the arts on campus, such as concerts, dedications, lectures and off-campus trips in support of classes; the equivalent to 2 hrs per week.
Assisting colleagues with TracDat, Canvas, etc.
Coordinating Arts Task Force meetings and preparing planning reports and documents, equivalent to 1 hrs per week.
13. Nature, number and frequency of meeting (*if applicable*) Arts Task Force meetings (biweekly or as needed); governance meetings (such as reporting on the Arts Task Force report, 3 per semester; community meetings such as the Redwood City Civic Cultural Commission's Arts Summit (2-3 per semester)
14. Number of faculty directly served by this position annually (*if applicable*) 9
15. Number of students directly served by this position annually (*if applicable*) the combined enrollments in arts classes and active in clubs (such as Glee Club); students that attend coordinator-supported concerts, recitals, performances, and attending the art gallery.

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
the awareness of the arts on campus [implement a survey?]
the number of arts events on campus [directly measurable]
student awareness of Bay Area arts events [implement a survey?]
student awareness of arts career opportunities, regardless of major [implement a survey?]
arts classes enrollments [The normal up and down noise in enrollments will make this difficult to measure]
the level of participation in the arts [collect attendance figures?]
the number of arts majors, as a long-term goal, [assessment outside of the scope and duration of this reassignment]
17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.
Follow-up Arts Task Force reports will be the most meaningful reporting, as the coordinator will be responding directly to the fellow faculty served and to governance groups.

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Administrative Use Only

Dean's Review:

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

Explanation: I think that after the 2017-18 academic year we should re-assess whether .2 (3 units per semester) is an appropriate amount of reassigned time. Want to give Fine Arts the opportunity to re-establish themselves but I think that two years is ample time for that to happen (2016-18)

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:
