Fall 2021 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2022, for the Fall 2021 application process.

Current or Proposed Position Name: *

Faculty Professional Development Coordinator

Author(s): *

David Reed/Tammy Robinson

Is this a campus-wide or program/department position? *

If you're not sure how to answer this question, please refer to the IPC Past & Present Positions website (https://www.canadacollege.edu/ipc/reassignment-archive.php).

(•) Campus-Wide Position

( ) Program/Department Position

Is this a New, Renewal, or Revision Application? *

A New Reassignment Application is for a position that has never been funded by the College before. A Renewal Application is for a position that has been previously funded by the College. A Revision to Existing Position Application can be used to revise a currently held position that is not currently up for renewal.

◯ New Reassignment Application

◯ Renewal Application

🔘 Revision to Existing Position Application

Change to Reassign Time Allocation

Are you requesting more or less reassign time than in the past? *

◯ Yes

◯ No

Time Change Explanation

Explain why more or less reassigned time is being requested. *

_____

Revisions to Existing Positions

What revisions do you need to request for your current position? *

Change of title, changes to assignment detail

Amount of Reassignment & Duration

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.

Fall (FTE) *

.2

Spring (FTE) *

.2

Total Annual (FTE) *

.4

How many semesters of reassigned time are being requested? *

Please note, the majority of reassignment positions are filled for two year, or four semester terms. But if you need reassign time for a different amount of time, please select that below

4 (2 years - Most Common)   ▼

Position Responsibilities

Instructions for Duties List

-We recommend writing your duties list in a simple bulleted list. To do this in this form, use dashes as bullets, and hit enter to space each list item.

-Next to each duty or responsibility include an amount of reassignment time that will be used for that item. This can be done based on weekly hours, semester hours or a percentage of total time.

-Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties.

-If you're submitting a RENEWAL application, please note that you can reference past applications (https://canadacollege.edu/ipc/reassignment-archive.php) for your position and copy and paste that duties list to revise here.

Example Duties List - College-Wide Position

-Promoting a culture of instructional assessment campus-wide by:
--Helping faculty find meaningful results through the effective design and analysis of assessment methods; and
--Offering assistance and training to individuals and departments; and
--Serving as a voting member of IPC; and
--Attending and participating in meetings supporting program review (e.g., PBC Program Review Work Group).
[Approximately 50% of time allocation[

-Facilitating and managing local assessment cycle by:
--Communicating with faculty regularly regarding their assessment plans; and
--Facilitating the implementation of the local assessment cycle college-wide; and
--Managing the assessment cycle process and all materials required; and
--Eliciting feedback and propose changes to cycle.
[Approximately 30% of time allocation]

-Providing the college with assessment expertise by:
--Attending workshops and conferences on assessment best practices and accreditation-related topics; and
--Attending division and/or department meetings; and
--Sharing this expertise via Flex Day, workshops, and the like;.
[Approximately 10% of time allocation]

-Collaborating with Accreditation Liaison Officer and designated work groups/taskforces related to assessment to:
--Contribute to accreditation reports; and
--Ensure assessment work aligns and complies with ACCJC standards and processes.
[Approximately 10% of time allocation]

Example Duties List - Program/Depart-Wide Position

Cañada's current ESL department work around AB705 implementation for ESL:

--Align ESL courses with ESL Pathway as it relates to the AB705 mandates
--Create an ESL Pathway that gives the students the tools to succeed and continue pursuing certificates and degrees.
--Review and update ESL Course Outlines and curriculum to make sure that off campus-beginning classes transition to on-campus advanced ESL.
--Work with English Department to connect our Pathway.
[Approximately 30% of time allocation]
--Collaborate with other departments to ensure students are succeeding.
[Approximately 5% of time allocation]
--UC/ CSU GE (Humanities Area) transferability for ESL 400 (although still not TLC)
--Disseminate and share information with ESL Department and Cañada College and the various departments that will be involved in the implementation of this mandate
[Approximately 20% of time allocation]
--District meetings with Vice Chancellor Aaron McVean to discuss action plan
--Biweekly meetings with ESL faculty at CSM and Skyline
[Approximately 20% of time allocation]

Additional work for Spring 2020:
[Approximately 25% of time allocation]

--Continued work on placement of students using multiple measures or other approved placement methods (without high school transcripts, which are rarely available for our students; all 3 ESL departments are advocating for a placement test)
--Regular meetings with PRIE to inform gathering student info and data
--Coding ESL courses (CB21 coding)
--Aligning CB21 coding with adult schools
--Creating an action plan
--Collaboration across campus to implement new procedures and policies for Fall 2020

Guided by the format of the examples above, please provide a comprehensive list of all duties or responsibilities of this position. *

Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties. Also, please note that this list is meant to be a general overview of the responsibility of this position, and it is not meant to be a daily plan of all work.

Co-Chair Professional Development Committee and ensure the Professional Development Planning Committee fulfills its responsibilities as a college-wide planning committee
- Collaborate with the administrator co-chair of the PDPC to prepare and submit regular reports to PBC on the College's effectiveness in implementing the Professional Development Plan and achieving college goals related to on-going professional development
[Approximately 30% of time allocation]

Coordinate Flex Day Planning (in collaboration with the Academic Senate Governing Council)
- Call for proposals, vet and draft scheduling, promote faculty participation, evaluate the event, in coordination with the other Co-chair of Professional Development Planning Committee, the ASLT Dean.
- Ensure faculty approval of the Flex Day agenda in a timely manner.
- Meet with Skyline and CSM PD coordinators for planning district-wide PD and Flex Day events and resources.
[Approximately 20% of time allocation]

Coordinate faculty professional development opportunities
- Work closely with the Coordinator of Online Instruction to facilitate professional development related to excellence in online teaching and learning
- Work closely with the Faculty Equity Coordinator to help ensure quality professional development to support faculty in achieving equitable outcomes for all students
- Host workshops and discussion groups for faculty to improve teaching and learning, curriculum design, student learning and program learning outcomes, pedagogy, etc.
[Approximately 20% of time allocation]

Serve in a campus leadership capacity on matters pertaining to faculty professional learning
- As needed, attend and participate in meetings with other participatory governance bodies, especially the Planning and Budgeting Council (PBC) and Academic Senate
- Attend Division meetings as needed to further to work of professional development and align efforts with the College Professional Development Plan
- Attend college-wide strategic planning meetings, such as the Leadership Retreat and other related planning events meetings.
[Approximately 15% of time allocation]

Communicate effectively and regularly with all constituencies regarding professional learning
- Regularly review, update and maintain (keeping all information accurate and current) the College Professional Development Planning Committee website.
[Approximately 15% of time allocation]

Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position. Check all that apply. *

For more information about the Education Master Plan (EMP), please refer to the Cañada College Collaborates website (https://canadacollege.edu/prie/canada-collaborates.php).

☐ EMP Goal #1: Student Completion/Success - Strategic Initiative #1 (Develop Clear Pathways): Develop academic pathways and provide integrated support services that begin in high school, transition to college and complete with a certificate, degree and/or transfer.

☐ EMP Goal #1: Student Completion/Success - Strategic Initiative #2 (Improve Student Completion) Improve completion by developing and implementing a comprehensive college-wide approach to enrollment management, student retention, and course scheduling

☐ EMP Goal #1: Student Completion/Success - Strategic Initiative #3 (Implement Promise Scholars Program) Develop and implement a 2-pronged Promise Program to address 'scholarship and academic support' in addition to 'personal student financial support' to minimize the barriers caused by enrollment fees, cost of textbooks, parking fees, transportation, child care, food and housing insecurity

☐ EMP Goal #1: Student Completion/Success - Strategic Initiative #4 (Expand Cohort Bridge Programs) Expand and extend cohort bridge programs to students beyond their first year of study

☐ EMP Goal #2: Community Connections - Strategic Initiative #1 (K-12 & Adult School Partnerships) Collaborate with Pre-K-12 to Adult School partners to promote relationships, seamless transitions, and alignment of pathways

☐ EMP Goal #2: Community Connections - Strategic Initiative #2 (Connect Students with Internships and Mentorships) Develop and support student internships, service learning opportunities, mentorships to improve connection of students to local organizations and employers

☐ EMP Goal #2: Community Connections - Strategic Initiative #3 (Create an Alumni Network) Create a Cañada College alumni organization to promote success stories, to engage successful community members, and to explore development opportunities

☐ EMP Goal #2: Community Connections - Strategic Initiative #4 (Build Relationships with Employers) Establish structures and resources to initiate and build relationships with local businesses and industries for developing institutional partnerships

☐ EMP Goal #2: Community Connections - Strategic Initiative #5 (Enhance Marketing) Expand and enhance marketing of transfer and career technical education (CTE) opportunities

☐ EMP Goal #2: Community Connections - Strategic Initiative #6 (Hold On-Campus Events) - This strategic initiative is on hold during the COVID-19 emergency campus closure

☐ EMP Goal #2: Community Connections - Strategic Initiative #7 (Partner with 4-Year Colleges and Universities) Enhance and invest in 2+2 relationships with 4-year universities.

☑ EMP Goal #3: Organizational Development - Strategic Initiative #1 (Implement Professional Learning Plan) Implement the Professional Learning Plan and establish a robust college-wide professional learning program that engages campus constituents while creating opportunities for innovative practices that support student success and promote equity

☐ EMP Goal #3: Organizational Development - Strategic Initiative #2 (Implement Guided Pathways) Implement Guided Pathways-like design principles to help address equity gaps

☑ EMP Goal #3: Organizational Development - Strategic Initiative #3 (Create Process for Innovation) Create robust processes and support for developing new academic programs/curricula including innovations that address geographic and logistic barriers to access

☑ EMP Goal #3: Organizational Development - Strategic Initiative #4 (Promote a Climate of Inclusivity) Promote a campus culture that fosters a climate of inclusivity

☑ EMP Goal #3: Organizational Development - Strategic Initiative #5 (Institutionalize Effective Structures to Reduce Obligation Gaps) Institutionalize effective structures and best practices of HSI (Hispanic-Serving Institutions) and AANAPISI (Asian American and Native American Pacific Islander-Serving Institutions) in order to reduce the obligation gap

☐ EMP Goal #3: Organizational Development - Strategic Initiative #6 (Update the Facilities Master Plan) Revise the college's component of the Facilities Master Plan to identify and address space and facilities needs that arise out of implementing this 2017-2022 EMP

Final Questions

How would your program be impacted if this position is not funded? *

If this position is not funded, our college would lose a vital component for our larger efforts in professional development planning and coordination, specifically as those efforts relate to, and are informed by, strong faculty input and collaboration. Additionally, this position ensures a connection between the priorities of the academic senate and the planning of professional development and other growth opportunities for faculty and staff.

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

This position provides an essential link between faculty professional development needs and the college PD efforts overall. This position helps ensure we are meeting our obligations under the flexible calendar reporting requirements each year.

Please enter the name of your Dean or VP who we can contact for approval of this application. *

Dr. Tammy Robinson

This form was created inside of Skyline, Cañada and College of San Mateo.

Google Forms