

# Fall 2023 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2024, for the Fall 2023 application process.

Email \*

nancec@smccd.edu

Current or Proposed Position Name: \*

Business Coordinator

Author(s): \*

Candice Nance

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. \*

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Revisions to Existing Positions

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

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## 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) \*

0.2

Spring (FTE) \*

0.2

Total Annual (FTE) \*

0.4

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

8 (4 years)



## 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/docs/Appendix\\_D1.pdf](https://www.canadacollege.edu/ipc/docs/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/Department-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](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.

The responsibilities for the business coordinator position continue to increase in demand due to the continual year-over-year growth in our enrollment and course offerings. Additionally, our department has experienced a significant demand from our local community for a substantial increase in dual enrollment sections under our CCAP agreement. With the ongoing challenge of finding new industry experts to teach in the business discipline and the planning and implementation challenges around dual enrollment, our department (in collaboration with the Dean of Business, Design, and Workforce) requests the renewal of the business coordination release time (below) and the approval of a new separate supplemental business coordination application to support our dual enrollment and community partnerships.

The application below is for the first of these two reassignment applications.

#### Position Responsibilities - Business Coordinator

##### A. Student-centered scheduling | Approximately 30% of time allocation

- Prepare the business department class schedule for fall, spring, and summer sessions in coordination with the dean
- Coordinating with full-time and part-time faculty regarding availability, experience, and preference for course assignments
- Ongoing hiring for new adjuncts to meet growing demand in the program, including screening, scheduling, facilitating and reviewing results of applicant interviews
- Onboarding new adjuncts, both on campus, online, and with our local dual enrollment partners
- Addressing changes in schedule assignments
- Regular meetings with the dean regarding scheduling, faculty issues, student issues, and facilities needs - Collaborate with the College for Working Adults (CWA) director and counselor to coordinate business program offerings with CWA student needs
- Regular advisory committee meetings, including professional networking outside of the school and curriculum updates and evaluation to make sure industry needs continue to be met
- Regular department meetings, including allowing for Guided Pathways success team integration with department and faculty

##### B. Building a pipeline of industry experts & student enrollment | Approximately 25% of time allocation

- Participate in the hiring and evaluation of part-time faculty
- Advise and mentor new and continuing adjunct faculty
- Support new, continuing, and returning students to disseminate information regarding the business program, the college, career opportunities, and transfer opportunities
- Coordinate with the College Recruiter to promote business programs and courses as appropriate
- Networking with local professionals and professional organizations, such as the Chamber of Commerce, to connect with opportunities for students, to find qualified people who may be willing to teach part-time, and increase enrollments
- Attend local, regional, and professional organizations meetings as appropriate with the goal of

disseminating information within the department

- Collaborate with local Deputy Sector Navigators (DSNs), Regional Directors, or other related BACCC representatives in (a) global trade and (b) entrepreneurship for regional collaborations across Bay Area colleges

C. Coordinating regular department meetings | Approximately 20% of time allocation

- Organize, prepare, and host monthly department meetings, including collaboration with guest speakers
- Embed Cañada College antiracism practices and framework into department meetings and trainings

D. Additional administrative responsibilities | Approximately 25% of time allocation

- Present annually at a counseling division meeting to provide counselors updates on business curriculum, scheduling, and staffing changes
- Collaborate with our articulation officer, technical curriculum specialist, and faculty on program changes, C-ID updates, AD-T reviews/changes, and transcript evaluations
- Investigate AACSB accreditation for business schools
- Participate in meetings for building 13 progress and review the progress for business classrooms and office space in building 13, specifically the Business Hub
- Coordinates and oversees Credit by Examination process for the department
- Disseminate job and internship opportunities to faculty and students
- Support the dean in submitting COCI submissions for program modifications
- Hidden prerequisites project in collaboration with the district
- Preparing and submitting the business coordinator position for renewals



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 Access, Success and Completion - Strategic Initiative #1 (Make Registration Easier)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #2 (Connect Students to the Academic Program(s) and Classes They Need)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #3 (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #4 (Improve the Financial Stability of Students)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #1 (Support innovative teaching that creates more equitable and antiracist learning environments)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #2 (Create and sustain an inclusive, antiracist, and equity-minded campus culture)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #3 (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)
- EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)
- EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)
- EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)
- EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and find employment in fields of their choice)
- EMP Goal #3: Community Connections - Strategic Initiative #5 (Help meet the basic needs of Cañada students and other community members)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #1 (Ensure the physical campus is accessible)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #2 (Provide adequate access to technology)

- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #3 (Manage resources effectively)

## Final Questions

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

There is an undeniable need for Career Education programs to have a full-time faculty member dedicated to overseeing and taking care of the execution and development of the program. If a faculty member were not responsible for the specifications above, all of the responsibilities would fall upon the division dean, who oversees 10 other programs. Our department strongly believes this position should be continued.

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

Cañada College's business program continued to produce steady and consistent enrollment growth over the last ten years, even as college- and district-wide enrollment trends decreased. The funding of this position is critical to continuing the success of our business program.

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

Dean Hyla Lacefield

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Google Forms

# Reassignment Application Final Recommendation Form

Be sure to fill this form out for each of the applications received for the departments and/or programs that you supervise. Your feedback will be attached to the corresponding application, which will then be shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) \*

Business Coordinator

Supervisor's Final Recommendation \*

- Fully Support Application
- Support with Reservation
- Do Not Support (Explanation Required)

Comment or Explanation:

As with all of the CTE coordinator positions, this release time is absolutely vital to the program. CTE coordinators must do a number of tasks that are necessary to the vitality of the program, but also need to be done by someone with intimate knowledge of both the program and industry. I will always and forever support these positions. Without them, you would burn through BDW Deans even faster as CTE has so many additional requirements and needs than other academic areas.

Signature \*

Enter your name below as your signature.

Hyla Lacefield

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