

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.

1. **Term in which assignment would begin (semester, year):** Fall 2019
2. **Application Date (mm/dd/yyyy):** 10/15/2018
3. **Author(s):** Diana Tedone-Goldstone

Overview

4. **Type of Request:**

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment

5. **Position or Project Name:**

Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)
ZTC (Zero Textbook Cost) and OER (Open Education Resources) Coordinator

6. **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

Fall (FTE) .13 Spring (FTE) .13 Total Annual (FTE) .26

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 semesters, end date is May 2020

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.

Justification

9. **Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. (1 unit = 2.5 hours per week)**

Outreach such as workshops, marketing, emails, and online videos and guides to faculty and students to increase knowledge of OER and ZTC (1 hour per week); work with faculty to identify OER and other textbook resources for their courses and expand the online guide for OER resources (2 hours per week); evaluate and assess effectiveness of OER resources used in courses and student and faculty attitudes towards OER and ZTC using surveys, focus groups, and quantitative data. (2 hours per week).

Request for Reassignment Proposal

- 10. The following responsibilities are included as part of faculty workload and can be found [here](#). Please explain how the duties for which you are requesting reassigned time are different from those enumerated in Appendix D1.**

Under Appendix D3- Duties and Responsibilities of Librarians, these duties fall outside of the librarian workload. It includes outreach to faculty and students to increase knowledge of (mostly) non-library resources and materials, creating surveys, running focus groups, and analyzing quantitative data to assess the effectiveness of ZTC and OER material. With multiple responsibilities related to my regular duties such as instruction, collection development, preparing state required reports, outreach activities, evaluating current library resources and services, there is little time for an added project such as this.

- 11. Identify how the activities align with the college's strategic plans and initiatives. (Please limit response to 250 words).**

These activities support College Goals #1 Student Completion/Success and #2 Organizational Development. Increasing the number of courses that can be classified as ZTC will help reduce the burden of textbook costs to students, helping to increase financial equity. Setting up the ZTC initiative has the potential to change practices around teaching and promotes equitable and inclusive learning.

Assessment

12. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment. *(Please limit response to 250 words)*

Goal #1: Increase number of courses that can be classified as ZTC: goal of 25% of all courses (135 courses) by end of year one. Goal #2: Increase campus understanding of OER and ZTC: outreach through shared governance including ASCC. Assessment of increased awareness will be through student and faculty surveys each semester with subsequent surveys demonstrating increase from baseline. Goal #3: Increase ZTC and OER resources for faculty and students: by end of year one, Library will have resources sufficient for faculty to develop some OER or ZTC content in at least five courses. Goal #4: Increase knowledge of and participation in ZTC among faculty and students: Year one goal is five additional course sections using some OER each semester. Goal #5: Decrease financial burden to students as measured by average student textbook cost per academic semester: Year one goal is 25% reduction in average cost per student by start of year two.

13. Accountability

Describe how the activities performed under this assignment will be recorded and reported. *Regular reports to Dean of ASLT and VPI of activities and projects, share information with and update on project to participatory governance committees like Academic Senate and IPC as well as division meetings, publish informational and marketing material around ZTC on college website and through other college marketing and promotion efforts.*

Administrative Use Only

Dean's Review:

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

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Explanation: Signature Here: *David Reed*

Dean Signature: _____

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: [Click here to enter text.](#)

VPI Signature: _____

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: [Click here to enter text.](#)

Approved Duration of Assignment: [Click here to enter text.](#)

Outcomes and reporting requirements: [Click here to enter text.](#)