

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) John Keating

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.)
Minority Male Mentoring (M-cubed) 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*) 0.40 Spring (*FTE*) 0.40 Total Annual (*FTE*) 0.8
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 years
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.
The faculty coordinator of the program will be teaching in a Learning Community as part of his normal assignment. In addition, the coordinator will be providing small group mentoring sessions in the M-cubed Center, designing and implementing the Leadership Conference, Student Panel, recruiting guest speakers, organizing community service projects, and organizing workshops on financial aid, scholarships, communication, careers, leadership, study skills and debriefing with student attendees.

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11. Identify how the activities align with the college's strategic plans and initiatives.
The Minority Male Mentoring (M-cubed) initiative is designed to increase the access, retention and graduation rates of minority male students. Through participation in a learning community these students are connected with academic and support services. Through additional activities, including community service projects, the program creates a culture of success, leadership and empowerment. These activities directly support the college's Student Equity Plan (objectives A1, B2, C1, C2), Student Engagement Plan (1. Connected, 6. Nurtured), Strategic Enrollment Plan (Student Success Goal 1) and the Educational Master Plan (Completion 2.8, Community Connection 3.3).
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)
Recruitment (17 hours/semester) equivalent to ~ 1 hour/week
Staffing center and providing group mentoring sessions ~ 5 hours/week
Planning conferences, workshops, speaker series ~ 2 hours/week
Implementing the Leadership Conference and fall & spring Student Panels (40 hours/year) equivalent to ~1+ hour/week
Meeting with retention specialists and counselor ~ 2 hours/week
Community service and internship development and observations ~ 1.5 hours/week
Meetings and reporting (PRIE, VPs, ACES etc) ~ 1.5 hour/week
13. Nature, number and frequency of meeting (*if applicable*) Meeting with the ACES committee once/month
14. Number of faculty directly served by this position annually (*if applicable*) 0
15. Number of students directly served by this position annually (*if applicable*) 300

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
 1. Contextualized curriculum will be developed in the first semester and subsequently refined as the course is offered the remaining three semesters
 2. The number of minority male students taking advantage of the program will increase year over year
 3. The number of participating students regularly engaging in student and academic support services will increase
 4. Retention, success and persistence of participants will increase
 5. The Leadership Conference will be developed, implemented and assessed
 6. At least 3 workshops and 1 Student Panel will be offered and assessed each semester
 7. The number of internships and community service opportunities will increase year-over-year; Student reports on the impact of these opportunities will be documented and the significance of this aspect of the program will be assessed
17. Accountability
Describe how the activity performed under this assignment will be recorded and reported.
Monthly reports to the ACES, meeting with VPI and VPSS once/month, written annual report

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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) |

Comments:

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:
