



RENEWAL/REVISION Reassigned Time Requests for Faculty Coordinators

Instructions: Complete the following form, ask your Dean to review and sign, and then submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see [Reassigned Time Process webpage](#).

1. Term in which renewed assignment would begin (semester, year):
2. Application Date (mm/dd/yyyy): Nov. 10, 2020
3. Author(s): Rebekah Sidman-Taveau
4. Position or Project Name: Fac. Coordinator Acad. Committee for Equity & Success
5. Identify how the activities align with the college's [Educational Master Plan](#) and/or initiatives (for example, Guided Pathways, CTE, etc). (Please limit response to 250 words).

The Equity Committee/ACES Faculty Coordinator activities align with EMP goals 1) to “provide educational and student services programs that highlight **inclusivity, diversity, and equity** in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success;” and 2) “Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote **equitable, inclusive, and transformative learning.**” The activities align with “Strategies Initiative themes: “Student Success,” “Curriculum Development,” “Equity,” “Inclusion,” “Professional Development” and initiatives: #3.1: “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;**” 3.5: “Promote a campus culture that **fosters a climate of Inclusivity;**” 3.6. “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 achievement gap.**”

6. Amount of Reassigned Time You Currently Receive: [5 Units](#)

- Is the amount of reassigned time adequate for completion of your assignment/project/activities? Yes No
- If No, what is the requested amount?
Please provide your justification using the questions below.

7. Provide a brief, but specific, summary of your accomplishments, justifications for additional time, and/or challenges during your term. Limit to 1-2 pages. Additional materials, such as flyers for events, can be attached.

ACES Faculty Coordinator Summary of Accomplishments, 2018-2020

Meeting and Committee Work Coordination Tasks

Coordinated ACES meetings

- Planned doable meeting dates by consulting ACES members, counseling, Guided Pathways, Academic, Student, and Classified senate, other committee and task force schedules. Set ACES schedule months ahead of each semester.
- Created, sent, and kept track of calendar invites. Contacted people to present/participate in specific meetings
- Sent organized agendas 1 week prior to meetings and uploaded to website
- Planned organized robust [ACES meeting agendas](#) with Co-chair and member input
- Solicited [Regular Committee Feedback and Communication](#)
- Led ACES meetings: discussions, presentations, surveys, polls, reflections, collaborative worktime, and projects
- Coordinated note taking and time keeping. Edited notes and shared.

Coordinated presentations of equity work at ACES meetings

- Members presented: their equity work, equity goal alignment with the college equity plan, their assessment measures, the outcomes of their work, and future goals for feedback and critical reflection.

Website and Multi-Media Representations of ACES Work

Updated [ACES Website: Overview](#), Meetings, Membership, [Activities](#), [Resources](#), Meet the Staff, [Spring 2020 Video Messages pages](#). See: <https://canadacollege.edu/aces/index.php>

- Created and facilitated collaboration and presentation of [multi-media padlet as "Appreciative Inquiry" for ACES Committee and team accomplishments](#) spring, 2020
- Presented [ACES History](#) and other overviews to new VPSS, Interim Dean, New Deans, Staff, 2018-2019.

Mission and Bylaws Overhaul

Coordinated updates and writing of ACES [Mission and Bylaws](#) 2018-Present

- Critically evaluated and compiled wide feedback on old Mission and Bylaws
- Analyzed CSM and Skyline Equity statements, PBC, Academic Senate, ASCC, Classified, IPC Mission statements
- Edited Old ACES Mission and by laws
- Presented and gathered feedback from Deans, VPs, Faculty, Staff, and Student representatives and revised
- Transferred revised Mission and Bylaws into new draft template from Committee Task force
- Presented new template to committee and compiled feedback from meetings, phone, and email.
- Collected all feedback and revised Nov. 2019
- Presented new template to committee and led discussion of goals March-April, 2020
- Shared new version via email and zoom and incorporated feedback, May 2020
- Analyzed and compared Council and College Committee Template approved by PBC and current ACES template. [Annotated Council and College Committee Template](#). Working with committee to revise.

SEAP/Equity Plans Work

Collaborated on [Student Equity & Achievement Plan \(SEAP\)](#),

- Co-coordinated assessment of goals during ACES meetings each semester
- Was active in the Equity Plan creation and transition to the SEAP, 2018-present
- [Co-coordinated College Integrated Plan Work](#)

Co-coordinated work and writing of the College Integrated Plan 2017-2019: [Part I](#) and [Part II](#)

- Wrote [Executive Equity Plan 2017-2019](#)
- Attended Academic, Classified, Student Senate, Divisions, and Taskforces to share equity plan and gather feedback. Revised and shared. Attended equity plan trainings, read, and distributed information.

ACES Equity Video Design, Planning, Production, Distribution Work

Led ACES [Video Project 2019-2020: Cañada College Welcomes ALL students Video](#)

- Set up timeline. Coordinated work and meetings. Kept everyone on track and sent check ins and reminders
- [Facilitated/co-authored video script and translation into Spanish](#)
- Co-ordinated filming crew, times, and places; invited actors, sent announcements and reminders. Participated.
- Shared video via email, presentations, and website, at opening day Jan. 2020, and for orientation fall 2020

- o Followed through from Jan. 2020-August 2020 with marketing to share video campus wide: Sent six marketing requests over 8 months each with follow up emails, Zoom, phone calls, requested revisions of messages. Sent reminders and checked in. Video was shared college wide by President Moore in August of 2020.

Term	Equity Conferences, Training, Webinars for ACES	ACES Equity Presentations
Fall 2020	USC Race Equity Center, Fostering Sustaining Inclusive Classrooms for Students of Color. notes Leadership Retreat, Cañada College	Flex: ACES Top 10 Flex: Fostering and Sustaining Inclusive Classrooms for Students of Color.
Sum 2020	National Conference on Race and Ethnicity in American Higher Education (NCORE) and Addressing Anti-Blackness on Campus: Implications for Educators and Institutions Webinar	Coordinated sharing of key take aways on learning about Anti-Black racism . Worked with speakers to revise “ Inclusivity and Activism: ” series to address anti-Black racism
Spring 2020	California Campus Camp retreat , spring 2020 Critical Conversations at Cañada College 100+ Equity and Anti-racist Readings (over 3 years).	Flex: What Students Want You to Know about Equity and Bias in the Classroom
Spring 2019	Completed analysis and reflection on 4 years of equity data and application Men of Color research	Flex: High Impact Interventions and Personal Equity Data Investigations: MoC Research
Fall 2019	Designing Guided Pathways with an Equity Lens at Hispanic Serving Institutions and Escala Training for Hispanic Serving Institutions Equity Publications	Participated in and led a session at the Awareness Summit 2018, 2019, 2020. Presented ACES History with updates to new VPSS, Interim Dean, Dean, Staff, Faculty, 2018, 2019, 2020
Spring 2018	Equity in Faculty Hiring Institute Center Urban Ed. Links California Community College Success Network (3CSN)	Flex: Culturally Responsive Teaching and Learning Democratic Affiliative Leadership at Links . Co-Organized Equity Leadership Panel
Fall 2018	Mentorship from Equity Director Dr. Jeremiah Sims, Equity Dean, Dr. Lasana Hotep, and Tom Mohr.	Equity Director Position Proposal Presentation ACES: Acceleration at Cañada College
Sum 2018	California Acceleration Project (CAP) institute	Read and compiled AB 705 information and shared at meetings

Equity Lecture Series Events Planning and Coordination 2018-2020

- o Led planning meetings, collaborated with ASCC, Social Sciences and Professional Development, applied for and managed funding, coordinated speakers and people to introduce them, and did marketing: created flyers, submitted marketing requests and followed up, made announcements at meetings, wrote What's Happening Descriptions, and sent reminders. Co-coordinated speaker contracts, reservations, food, parking, sign ins, Zoom links and settings, chat/Q& A monitors. Greeted, introduced and thanked speakers. Wrote [Olive Hill Press](#) Reports. Created, distributed, analyzed, shared feedback surveys and student reflection results: **18+ talks, average 80+ participants, 4.8-5.0 ratings on “relevance” and “engagement.” Thoughtful positive student reflections.**

Fall 2020 Series Part II: [Inclusivity and Activism: Amplifying Student Voice on Campus and Beyond](#)

Spring 2020 Series Part I: [Inclusivity and Activism: Amplifying Student Voice on Campus & Beyond](#)

2019 Series: [Equity, Healing, and Equity-minded practices](#)

2018 Series, [Honoring our Heritages and Community Empowerment](#)

Equity Resolution Campus District Wide Work: [Equity Resolution](#)

- o Researched and collaborated across district
- o Led taskforce and co-authored. Then Shared at all campus committees, revised, presented again
- o Approved by: ACES, ASCC, Classified Senate, and Academic Senate, spring 2018
- o Process approved by PBC 3/21/2018. Approved by SMCCD Board of Trustees, 3/28/2018.

Equity Director Proposal: Research, Writing, Campus Wide Involvement work List, 2018

- Coordinated discussions of Equity Director district job description in ACES, Academic Senate, Student Senate, Classified Senate, Hum. & SS. Division. Compiled input and brought proposal back to committees and revised.
- [Equity Director Position Recommendations](#) , Spring 2018

Represented ACES at IPC and visits to Academic, Classified, Student Senate, PBC, Dreamers TF, GP

Wrote, Shared, Revised Proposal Draft for ACES Coordinator Position Update

8. How would your program be impacted if this position is not continued?

It would hinder our ability to meet state mandated equity guidelines and our EMP, SEMP, and SEAP goals as we would not have a faculty coordinator to:

1. Co-create and monitor the College's implementation of a College Equity Plans which support the achievement of all college goals and strategic initiatives related to equity in student access, success and completion as laid out in the Education Master Plan and Strategic Enrollment Management Plan and operational Annual Plans.
2. Submit regular reports to PBC on the College's effectiveness in implementing the Student Equity Plan and achieving college goals related to closing equity (and obligation) gaps.
3. Collaborate regularly with PD committee and Senates and follow through with providing relevant, high-quality professional development opportunities for faculty to address inequity, racism and bias, create assessments and analyze the results.
4. Work with PRIE to conduct and present the result of inquiry into equity and to evaluate interventions to address inequity, racism and bias on campus.
5. Ensure the College is in compliance with the letter and spirit of state regulations, federal rules, and other guidelines specific to student equity, accreditation processes, and other relevant accountability mandates.
6. Plan and organize the equity committee (ACES) meetings and maintain website.
7. Regularly represent equity committee at shared governance meetings to further communication across campus and collaboration on equity work.
8. Regularly attend local, district, state wide equity trainings and bring updates and learning back to college in presentations at regular flex events and meetings as well as regularly read, summarize, and share information on equity.

Administrative Use Only

Dean's Review:

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

Explanation:

I fully support the work of our college ACES committee. Since I am not dean or responsible administrator for ACES, I am submitting the request "with reservation."

Dean Signature: