

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 2016
2. Application Date (*mm/dd/yyyy*) 01/26/2016
3. Author(s) Denise Erickson

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.)
GE Pathways Coordinator

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:

additional unit (0.067 FTE) represents an additional 2.5 hrs/week

0.2 FTE (3 units) = 7

6. Fall (*FTE*) 0.20 Spring (*FTE*) 0.20 Total Annual (*FTE*) 0.40
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.)
1 year
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 No replacement

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
GE Pathways coordination involves leading a cohort of faculty committed to the initiative, based upon the recommendations and results of the Fall semester FIN, and the Spring semester preparation and marketing; overseeing the launch of the two Pathways; coordinating with counselors and Student Services to ensure and streamline student awareness as we begin the initiative; troubleshoot; continue marketing and working on the website; continue working with the Deans to track classes in the Pathways for next

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semester's schedule of classes; coordinate guest speakers and field trips; coordinate the film series; coordinate a reading list for each Pathway with the librarian; develop community service and internship/career opportunities associated with the Pathways; create Flex Day meeting for faculty to plan and recruit; develop a plan for tracking students in each Pathway; how do we get successful completion acknowledged on the diploma?; engage in outreach to other colleges in the district for collaborative development; identify faculty leadership and create ACES Inquiry Groups for each of the Pathways; coordinate with the Honors Program to align Honors Pathways with GE Pathways; organize student focus groups for input and assessment; work with faculty for feedback and assessment of the program; create new Pathways; engage in outreach with the CSU's (SF, East Bay, San Jose) to create pathways they will accept as transfers to a major or minor;

11. Identify how the activities align with the college's strategic plans and initiatives.
GE Pathways use High Impact Practices to make GE more relevant, engaging and coherent for students, leading to greater student persistence and successful completion for transfer. Pathways articulate a clearer pattern for Honors students to achieve their goals. Activities provide opportunities for greater collaboration across disciplines for faculty and students, development of student cohorts, and faculty professional development. Activities (public lectures, field trips, community service opportunities) promote academic growth and scholarship. These activities are in alignment with the college's strategic plans and initiatives.
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)
Planning meetings (including Flex Day) with teaching faculty, counselors, and student services - 2 hours/week
Research and outreach to other CCC's and CSU's - 1 hour/week
Meeting with the Honors Coordinator - .5 hour/week
Coordinating with the librarian - .5 hour/week
Coordinating marketing and information - 2 hours/week
Recruiting and implementing guest speaker presentations - 1 hour/week
Coordinating student focus groups; ongoing assessment - 1 hour/week
Reporting to administration - .5 hour/week
Working with deans and college designer on schedule of classes - .5 hour/week
13. Nature, number and frequency of meeting *(if applicable)* Meeting with Deans, VPI, Student Services, Marketing and the College Designer, faculty and students for purposes described above
14. Number of faculty directly served by this position annually *(if applicable)* There are currently 31 faculty members involved in Pathways
15. Number of students directly served by this position annually *(if applicable)* all students

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
 1. A program of GE thematic pathways providing a set of thematically associated courses across the IGETC pattern (CSU GE, and AA/AS GE) will be launched into the college curriculum
 2. Context and relevance to the GE pattern will increase as students explore in depth a theme of interest to them, while fulfilling GE requirements and streamlining the GE pattern

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3. *More students will enroll in pathways classes, and complete the GE requirements*
4. *Students will engage with faculty and students with shared interests, creating cohorts, increasing retention, persistence and success*
5. *Students will acquire an additional set of skills benefitting transfer to a major or minor, and benefitting job-seeking*
6. *Faculty, staff and students have greater professional development and academic opportunities through presentations and public lectures, enhancing academic growth*
7. *Faculty will benefit from collaborative, intergrative, multidisciplinary activities which provide professional growth*
8. *Pathways will provide a greater sense of community and inter-connectedness at Canada College*

17. Accountability

Describe how the activities performed under this assignment will be recorded and reported. Mid-semester and end-of-semester reports to the President, the VPI the VPSS, and the Academic Senate

Administrative Use Only

Dean's Review:

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

Explanation:

VPI Action:

- Approve request as submitted
- Approve request but with less time than requested
- Deny request with recommendation to revise
- Deny request (explanation required)

Explanation:

Recommendation for alternate funding:

- Professional Development
- Grant/Categorical (specify)
- Overload hourly special project
- Stipend
- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

Approved Duration of Assignment:

Outcomes and reporting requirements:
