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 2017

2. Application Date *(mm/dd/yyyy)* 1/19/2017

3. Author(s) Patty Hall, reviewed by Melinda Ramzel, Sarita Santos, Jamie Hui

**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.)*
    Early Childhood Education/Child Development Department Coordination

**Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:  /semester (3 units) = 7.5 hrs/week or app 0.2 FTE. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week

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.)*
    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.
    Each Semester
    Course scheduling – manage assignments
        Meet/communicate/collaborate w/Skyline Coordinator
    Oversee SLO and PLO system and objectives – TracDat
        Lead collaboration on SLO/PLO assessment strategies
        Facilitate regular discussion of assessment outcomes

Students
   Respond to complaints and concerns
   Support student club (being created this year)
Participate in all Department events
Communicate regularly with all Department faculty regarding Department activities and opportunities. - FAcilitate faculty Learning Community.
Facilitate regular Department meetings
Respond to Email communications daily
Orient New faculty

Annually
Part Time Faculty
   Recruit PT faculty
   Evaluate PT Faculty
   Support PT Faculty
Community
   Sit on Community Boards
Develop courses/programs in response to community need
Stay current on Discipline related legislation
Work with employers to develop mentor/intern opportunities
Advisory Committee
   Recruit members
   Develop agenda in collaboration with Skyline/Run 1 meeting
Attend ASCCC and Vocational Conferences
Participate on a Shared Governance Committee
Support HS to CC Transitions high school partneres (San Mateo & Sequoia Districts)
Support Adult Ed transition program/schedule appropriate classes (Sequoia and La Costa Districts)
Support CC to 4yr transfer programs on campus
Fund Development
   Grant writing for special programs
   Represent at the Regional Consortia
   Respond to new State or Institutional funding opportunities
Meet regularly with Division Dean/College Administration
Update Counseling faculty regarding curriculum & vocational changes
Maintain Department Website

Every other year
Lead Strategic Department Planning
Lead Program Review
Update All courses - CurricUNet

11. Identify how the activities align with the college's strategic plans and initiatives.
As a CTE program, many of the activities listed above are required above and beyond a typical academic program in order to stay in compliance with CTE regulations. Additionally, many are necessary in order for a large department to run smoothly and efficiently.

Some activities are designed to support enrollment and success for students in the programs and well as for recruitment from partner systems including HS and Adult Schools. It is essential that the department be involved with the greater early childhood community so that the program can remain vital in response to industry changes, and so that students will be well prepared for the work environments into which they will be moviing.

Activities align with College SLOs 1 and 3, Workforce SLOs 1, 2, and 3, and our 3 Program SLOs.

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The department collaborates with ESL and Equity on projects regularly and supports the mission of the college to provide access to both transfer and CTE opportunities for students seeking jobs, education and a better life for themselves and their families.

The deparment provides a significant service to the San Mateo County population by being the premier program preparing individuals to work in the hundreds of early childhood centers and over 600 licensed family child care homes, and by educating future teachers.

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)*
    This is a request of the equivilent of 1 day per week. While each week is different, there is some consistency. Several  hours per week are committed to email and vmail communicatioin with students, pt faculty and the community. Developing the class schedule and managing pt assignments ebbs and flows with the planning cycle. Revision of courses and program review requirements are heavier every other year, but keeping the programs up-to-date requires curriculum work/revision each semester.  Department meetings with the dean and department members happen every other week, Advisory Committess meet once per semester. Meetings with community members requesting sepecial classes, happen regularly, and we are often asked to build new programs for partners such as the Adult Schools and High Schools. Grant writing and complaince are  regular activity requiring more time during application and reporting periods. I could go on, as you can see the amount of work proposed is actually much larger that 20%, and requires attention during winter break, spring break, and over the summer.

13. Nature, number and frequency of meeting *(if applicable)* See above list of activities … all require meetings

14. Number of faculty directly served by this position annually *(if applicable)* 4 full time, 10 part time, one classified staff member.

15. Number of students directly served by this position annually *(if applicable)* 850 majors, 20 sections and expected growth with new education and child development majors, and online classes

**Assessment**

16. Outcomes
    *List the outcomes that can be expected upon completion of the term of reassignment.*
    *The above listed activities will be completed.*
    *Students will be engaged in department activities.*
    *ECE/CD/Education faculty will feel connected and suported.*

17. Accountability
    *Describe how the activities performed under this assignment will be recorded and reported.*
    *Coordinator will report directly to div. dean.*
    *Coordinator will facilitate department meetings … which are recorded.*
    *Class scheduling will be completed.*
    *All of the activities will be reported to the Advisory Committee.*
    *Program Review and Curriuclum revisions will be completed on time.*

Administrative Use Only

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<u>Dean's Review</u>:

☒ Fully support request
☐ Support with reservation
☐ Do not support (explanation required)
Explanation: ECE/CD is a growing and robust program. Coordinator release time is appropriate for maintaining and growing the program in response to labor market demand.  The program plans to pursue a teacher credentialing program and univeristy partnerships in order to develop an educational pipeline that addresses the need for credentialed faculty in K-12 education.

<u>VPI Action</u>:

☐ Approve request as submitted                    ☐ Deny request with recommendation to revise

☐ Approve request but with less time than        ☐ Deny request (explanation required)
requested
Explanation:

<u>Recommendation for alternate funding</u>:

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

<u>Approved Duration of Assignment:</u>

_____

<u>Outcomes and reporting requirements:</u>

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