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)* 01/23/2017

3. Author(s) Doniella Maher

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.)
    English and Reading Department Coordinator

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.)
    Two semesters

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 I believe that in the past this has come from general funds.

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
    The department coordinator is responsible for coordinating a large number of activities within a large department. Over the last few years, changes that we have made within the department had strengthened the overall English and reading programs, but they have also made this process of coordination even more complex. While we recognize that many of the responsibilities of the coordinator are contractually required, we believe the sheer number

and diversity of the tasks merits .20 FTE per semester. Without this support, the English/Reading department cannot continue to support and develop the variety of courses, certificates, support of tutors, adjunct support, acceleration, and other innovations that we have been developing. The responsibilities of the coordinator include facilitating and often taking lead in the following:

1. Continuing to institutionalize faculty-led tutor training (happening twice a semester).

2. Maintaining our constantly changing adjunct pool through candidate screenings and interviews.

2. Scheduling the evaluation process for PT faculty (approx 20).

3. Development of a 5 unit English 100 course that for students eligible for 847.

4. Maintaining the 829 and 849 online lab, transitioning it to CANVAS, and facilitating adjunct orientations.

5. Continuing development and implementation of the Writing Center activities, including a speaker series .

6. Collaborating with other departments on campus, including office of research, counseling, learning center.

7. Aligning our department with the other campuses. There have been many changes to the courses at our sister colleges and we need to work to align them.

8. Facilitating and assessing the implementation of multiple measures and its effects on our courses. Fall 2016 , I attended over 15 hours of meetings to help implement this.

9. Coordinating Late-Start Classes.

10. Working with the dean on scheduling assignments of adjuncts.

11. Coordinating with the new, temporary writing center instructional aide.

12. Coordinating and writing our regular program evaluations.

13. Planning and coordinating the PLO process.

14. Planning and coordinating the SLO process.

15. Coordinating department business with the division dean.

13. Responding to student Challenge Petitions and facilitating Challenge Exams.

11. Identify how the activities align with the college's strategic plans and initiatives.
    The role of the English and Reading department coordinator is to facilitate and strengthen the duties of the English/Reading department. This aligns with the following strategic plans and initiatives: Goal Two: Improve Student Success in Transfer Programs, Goal Three: Strengthen Workforce Programs, and Goal Four: Improve success, retention, and persistence of students who are in basic skills classes. As the English/Reading department strives to meet each of these goals, the coordinator facilitates the department's concerns and needs.

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)
    Typical duties of the English department coordinator include fielding questions and concerns from adjunct and fulltime faculty; acting as the liason between administration and faculty in terms of SLO/PLO completion; communicating with other departments or groups off campus on matters related to the English department as they arise; coordinating department meetings; and meeting with the divison dean on issues related to the department needs.

    Week 1: (example)
    Meeting with Dean David concerning enrollment (.5 hours)
    Meeting with the English Department (2 hours)
    Meeting with Alison Hughes to develop a new process for SLO tracking (there have been some problems with the current process) (1 hr)
    Transitioning the 829/849 lab to CANVAS (3 hrs)
    Fielding TRACDAT concerns with facult (1 hr)

    Week 2:(example)
    Meeting with counseling to discuss the recent implementation of multiple measures and possible snafus (1 hr)
    Meeting with adjuncts using the 829/849 on CANVAS (1 hr)
    Coordinating with the Tutoring Center to make sure English tutor needs are met (.5 hours)
    Tutor Training (2 hrs)
    Developing the Hiring Announcement (1 hr)
    Developing Hum 650 (4 hours)

13. Nature, number and frequency of meeting *(if applicable)* eetings include department meetings, meetings with dean, meetings with Tutor Coordinator, meetings with the Dean of Institutional Research, meetings with the Director of the Learning Center, and meetings with adjunct faculty.

14. Number of faculty directly served by this position annually *(if applicable)* approx 25

15. Number of students directly served by this position annually *(if applicable)* approx 1100

Assessment

16. Outcomes
    List the outcomes that can be expected upon completion of the term of reassignment.
    1) streamline communication from faculty; 2) coordinate department needs with the division dean; 3) coordinate department meetings; 4) facilitate the needs of the college with faculty (SLOs, PLOs, etc).

17. Accountability
    Describe how the activities performed under this assignment will be recorded and reported.

    The activities performed under the assignment of English/Reading department coordinator will be recorded and reported by theEnglish/Reading department coordinator to the dean.

Administrative Use Only

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Dean's Review:

☒ Fully support request
☒ Support with reservation
☐ Do not support (explanation required)
Explanation: Given the work that will attend developing and implementing the new ENGL 847/105 course and coordinating with the writing center instructional aide increasing the reassigned time to .13 (2 units) seems reasonable. Increasing the reasssigned time to 3 units may be a stretch.

VPI Action:

☐ Approve request as submitted

☐ Approve request but with less time than requested

Explanation:

☐ Deny request with recommendation to revise

☐ Deny request (explanation required)

Recommendation for alternate funding:

☐ Professional Development
☐ Grant/Categorical (specify)
☐ Overload hourly special project
☐ Stipend
Comments:

☐ President's Innovation Fund
☐ Trustees Fund for Program Improvement
☐ Short-term hourly staff

Approved Duration of Assignment:

⎯⎯⎯

Outcomes and reporting requirements:

⎯⎯⎯