

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*) 01/21/17
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: 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*) 0.20 Spring (*FTE*) 0.2 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 and staff committed to developing and continuing to create an effective and relevant GE Pathways initiative at Canada College. This involves coordinating with counselors and Student Services to ensure and streamline student awareness of this new initiative, and coordinating with all students, to help them enroll in and successfully complete the program. Coordination involves updating counselors with CRN numbers every semester to make sure students are on the correct track,

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and coordinating with Admissions & Records about giving credit for successful completion of the program. Time is required to continue marketing and working on the website, since updates are needed every semester on the website, in the schedule of classes, and on posters to be distributed and posted on campus by the coordinator. Developing an awareness of the program, and informing faculty, students and staff of its purpose and benefits is critical in this early, developmental stage of the program. Like the establishment of the Honors program, this takes time to become a part of the college culture. Time is needed to continue working with the Deans to determine (when the schedule is completed each semester), which classes in the Pathways program (offered by Pathways faculty) are included for next semester's schedule of classes. This needs to be coordinated with marketing and the website (college designer).

The coordinator will also coordinate guest speakers and field trips; coordinate the film series; work with the librarian and coordinate with faculty in updating the Library Resources page for GE Pathways; develop community service and internship/career opportunities associated with the Pathways; create Flex Day meetings for faculty to plan and recruit, and continue to work with faculty in defining ways to improve the program, and consider new pathways to add as we expand the program.

The most important duties involve working with students enrolling in the program: managing student applications, answering students' questions, coordinating information about events and activities, marketing, and continuing outreach with the various student groups.

The GE Pathways coordinator also works with the Honors Program coordinator to align Honors Pathways with GE Pathways. The coordinator organizes student focus groups for input and assessment, and works with faculty for feedback and assessment of the program. The counselor's have expressed a need to evaluate the success of the program after the first year. The coordinator leads faculty in creating new Pathways, as well as engaging in outreach with the CSU's (SF, East Bay, San Jose) to create pathways which help students to be accepted as transfers to a major or minor.

Furthermore, as the college embarks on its new Pathways Promise initiative, the GE Pathways coordinator will be called upon to engage in discussions about how the framework already in place for GE Pathways may be integrated into the new Promise program for the greatest benefit to students. This will require time working with student services and the counselors.

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. Completion of GE Pathways also enhance student resumes for workforce placement. GE Pathways are an important cornerstone in building the new Pathways Promise initiative. 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

Managing student applications and responding to student inquiries - 2 hours/week

Research and outreach to other CCC's and CSU's - .5 hour/week

Meeting with the Honors Coordinator - .5 hour/week

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Coordinating with the librarian - .5 hour/week
Coordinating marketing and information - 1 hour/week
Recruiting and implementing guest speaker presentations - .5 hour/week
Coordinating student focus groups; ongoing assessment - .5 hour/week
Creating assessment reports for counselors - .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, attending all events (films, speakers, etc.)
14. Number of faculty directly served by this position annually (*if applicable*) There are currently 31 faculty members involved in Pathways (24 attended the Flex Day planning session)
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*
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*
9. *GE Pathways will provide a valuable boost to the new Pathways Promise initiative by helping students concentrate on a goal, and choose classes which move them toward completion in a more focused and timely fashion*

17. Accountability

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

Administrative Use Only

Dean's Review:

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

Explanation: I am not certain that there is a need to devote this many hours to carry out the duties outlined in this proposal. For example, will the GE Pathways Coordinator need to spend 16 hours over the course of a semester working with Megan on marketing? I also don't think that it would take 8 hours of meetings over the course of the semester to ensure that GE pathways are reflected in the schedule. I think that .13 reassigned time (2 units per semester) would be sufficient.

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) |

Explanation:

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:
