



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: Fall 2021
2. Application Date: 11/2/2020
3. Author(s): Patty Hall, Sarita Santos, Jamie Hui
4. Position or Project Name: Education & Human Development Program Coordination
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).

Career Education has traditionally served underprepared and disadvantaged populations to be quickly capable of working and earning decent wages. Housing the largest CE program at Cañada, Education & Human Development contributes to all three goals articulated in the Ed Master Plan.

Goal #1. Student Completion/Success – The department provides the following:

- HS Articulation Agreement; Dual Enrollment at Hillsdale/Carlmont;
- OER for textbooks in many required courses;
- Apprenticeship Program and other support student internships in process;
- Service learning opportunities;
- Mentorships to improve connection of students to local organizations and employers, including active student club.

Goal #2. Community Connections - The department 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 elementary school and special education teachers.

EHD also establishes structures and resources to initiate and build relationships with local businesses and industries for developing institutional partnerships.

EHD's Educators Now Club is in process of publishing a children's book and workbook about nurturing resilience during the pandemic to families and early childhood centers in our communities.

In collaboration with the San Mateo County of Human Services, EHD manages the Foster Care and Kinship Education (FKCE) program that provides trainings for foster families in the county. EHD has worked with San Mateo's Human Services Agency (HSA) for years, and the partnership continues to strengthen and expand.

Goal #3. Organizational Development – The Education and Human Development is growing in response to both economic and sociopolitical needs and trends. The department is currently engaged in developing/enhancing the following:

- Guided Pathways for students to efficiently complete academic and professional goals;
- Addition of Human Services program into department to strengthen and complement EHD's existing FKCE program;
- Creation of certificates to address educational needs of school districts, e.g., Inclusion Support Certificate to train paraprofessionals to work with children with special needs in a variety of inclusive and self-contained learning environments; After-School Certificate to train those who work in various after-school programs like the Boys and Girls Club, YMCA, etc., and potential work-experience internships related to these certificates;
- Continuing compliance with evolving California Teacher Credential Curriculum Alignment Project and Permit Matrix;
- Student club participation in local education-related conferences and community service.

6. Amount of Reassigned Time You Currently Receive:

- 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.

With an annual unique headcount in 2017/18 of 796 students earned 153 degrees the EHD Department continues to be one of the leaders in degrees and certificates. With a teaching staff comprised of 2 full time and 7 part time and a Program Services Coordinator, students rely upon the currency of the program and community connections that a Faculty Coordinator provides.

Student Completion & Success
Academic Planning & Career Advising
Respond to complaints, concerns, issues, and counseling requests for info regarding classes, equivalencies etc.
Support student club
Attend & consult w/SMC Childcare Partnership Council – to stay abreast of and contribute to special programs and funding
Faculty Support
Communicate regularly with all faculty regarding department activities and opportunities
Part Time Faculty - Recruit, mentor, evaluate, support
Create and maintain department CANVAS resource page
Coordinate SLO and PLO assessment development and reporting
Department Organizational Development
Meet regularly with Division Dean/College Administration
Plan & facilitate regular Department meetings
Respond to Email communications daily
Collaborate w/the Skyline & CSM ECE faculty & staff on: class schedule, course revisions, shared faculty, apprenticeship
Facilitate regular discussion of assessment outcomes (student & department)
Attend ASCCC, CCCECE, and other Vocational Conferences
Report to Shared Governance Committees as necessary
Support HS to CC Transitions high school partners (San Mateo & Sequoia Districts): update articulation agreements, schedule and support special faculty
Support CC to 4yr transfer programs on campus
Support Adult Ed transition program/schedule appropriate classes (Sequoia and La Costa Districts)
Update Counseling faculty regarding curriculum & vocational changes
Maintain department website
Community Connections
Develop courses/programs in response to community need
Stay current on discipline related legislation
Sit on community boards: SM County Directors Collaborative
Work with employers to develop mentor/intern opportunities
Advisory Committee: Recruit members, develop agenda in collaboration with Skyline/Run 1 meeting
Grant writing for special programs Represent at the Regional Consortia
Respond to new State or Institutional funding opportunities
Represent college at the Teacher Pipeline sub-committee of the Regional Consortium
Present at the Fall ECE Conference – Regional Consortium

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

It is unclear how many of the above listed functions would continue if dedicated time were not allotted to a faculty member to plan and accomplish them. So much of what we do is accomplished through the maintenance of ongoing relationships: students, community colleagues. And these relationships take time to create and maintain. Particularly important in the upcoming years is the new requirement of CA Commission on Teacher Credentialing for every ECE program to be certified. This certification process will be rolled out over several years and include complete course revisions that abide by the newly adopted Program Guidelines, Teacher Performance Expectations (TPEs) and commensurate and Performance Assessments. Failure to achieve certification would mean that students would not be able to take ECE courses at Cañada.

Administrative Use Only

Dean's Review:

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

EHD has historically been one of Cañada's highest degree awarding departments on campus. With the departure of Melinda Day it is important to make sure that support for the department continues so they can continue to thrive.

Dean Signature:

Hyla Lacefield