

Fall 2022 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2023, for the Fall 2022 application process.

Current or Proposed Position Name:

Flex Day Coordinator

Author(s):

Ellen Young

Is this a campus-wide or program/department position?

If you're not sure how to answer this question, please refer to the IPC Past & Present Positions website (<https://www.canadacollege.edu/ipc/reassignment-archive.php>).

- Campus-Wide Position
- Program/Department Position

Is this a New, Renewal, or Revision Application?

A New Reassignment Application is for a position that has never been funded by the College before. A Renewal Application is for a position that has been previously funded by the College. A Revision to Existing Position Application can be used to revise a currently held position that is not currently up for renewal.

- New Reassignment Application
- Renewal Application
- Revision to Existing Position Application

Change to Reassign Time Allocation

Are you requesting more or less reassign time than in the past?

- Yes
- No

-Yes, I am requesting more time.

Time Change Explanation

Explain why more or less reassigned time is being requested.

In addition to planning six Flex-Days a year, the Flex Day coordinator is responsible for maintaining a college-wide professional development plan. The Flex-Day coordinator position has been vacant for the past two years with only essential functions being completed by Dean Reed and Prof. Meckler (as a volunteer). As such, developing a needs assessment and professional learning plan are long overdue. I am requesting the additional time to dedicate more time to collaborating and crafting a meaningful PD needs assessment and Professional Development plan.

Revisions to Existing Positions

What revisions do you need to request for your current position?

Currently the Flex Day Coordinator is allocated .2 reassign time. I am requesting this be changed to .4 reassign time.

Amount of Reassignment & Duration

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.

Fall (FTE)

.4

Spring (FTE)

.4

Total Annual (FTE)

.8

How many semesters of reassigned time are being requested?

Please note, the majority of reassignment positions are filled for two year, or four semester terms. But if you need reassign time for a different amount of time, please select that below

3



Position Responsibilities

Instructions for Duties List

-We recommend writing your duties list in a simple bulleted list. To do this in this form, use dashes as bullets, and hit enter to space each list item.

-Next to each duty or responsibility include an amount of reassignment time that will be used for that item. This can be done based on weekly hours, semester hours or a percentage of total time.

-Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/docs/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties.

-If you're submitting a RENEWAL application, please note that you can reference past applications (<https://canadacollege.edu/ipc/reassignment-archive.php>) for your position and copy and paste that duties list to revise here.

Example Duties List - College-Wide Position

-Promoting a culture of instructional assessment campus-wide by:

--Helping faculty find meaningful results through the effective design and analysis of assessment methods; and

--Offering assistance and training to individuals and departments; and

--Serving as a voting member of IPC; and

--Attending and participating in meetings supporting program review (e.g., PBC Program Review Work Group).

[Approximately 50% of time allocation]

-Facilitating and managing local assessment cycle by:

--Communicating with faculty regularly regarding their assessment plans; and

--Facilitating the implementation of the local assessment cycle college-wide; and

--Managing the assessment cycle process and all materials required; and

--Eliciting feedback and propose changes to cycle.

[Approximately 30% of time allocation]

-Providing the college with assessment expertise by:

--Attending workshops and conferences on assessment best practices and accreditation-related topics; and

--Attending division and/or department meetings; and

--Sharing this expertise via Flex Day, workshops, and the like; .

[Approximately 10% of time allocation]

-Collaborating with Accreditation Liaison Officer and designated work groups/taskforces related to assessment to:

--Contribute to accreditation reports; and

--Ensure assessment work aligns and complies with ACCJC standards and processes.

[Approximately 10% of time allocation]

Example Duties List - Program/Department-Wide Position

Cañada's current ESL department work around AB705 implementation for ESL:

- Align ESL courses with ESL Pathway as it relates to the AB705 mandates
- Create an ESL Pathway that gives the students the tools to succeed and continue pursuing certificates and degrees.
- Review and update ESL Course Outlines and curriculum to make sure that off campus-beginning classes transition to on-campus advanced ESL.
- Work with English Department to connect our Pathway.
[Approximately 30% of time allocation]

- Collaborate with other departments to ensure students are succeeding.
[Approximately 5% of time allocation]

- UC/ CSU GE (Humanities Area) transferability for ESL 400 (although still not TLC)
- Disseminate and share information with ESL Department and Cañada College and the various departments that will be involved in the implementation of this mandate
[Approximately 20% of time allocation]

- District meetings with Vice Chancellor Aaron McVean to discuss action plan
- Biweekly meetings with ESL faculty at CSM and Skyline
[Approximately 20% of time allocation]

Additional work for Spring 2020:
[Approximately 25% of time allocation]

- Continued work on placement of students using multiple measures or other approved placement methods (without high school transcripts, which are rarely available for our students; all 3 ESL departments are advocating for a placement test)
- Regular meetings with PRIE to inform gathering student info and data
- Coding ESL courses (CB21 coding)
- Aligning CB21 coding with adult schools
- Creating an action plan
- Collaboration across campus to implement new procedures and policies for Fall 2020

Guided by the format of the examples above, please provide a comprehensive list of all duties or responsibilities of this position.

Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties. Also, please note that this list is meant to be a general overview of the responsibility of this position, and it is not meant to be a daily plan of all work.

Co-Chair Professional Development Committee (25% of Time)

- Co-chair of Professional Development Planning Committee (PDPC)
- Non-voting member of Academic Committee for Equity and Success (ACES)
- Ensure the Professional Development Planning Committee fulfills its responsibilities as a college-wide planning committee as that relates to flexible calendar programming

Coordinate Flex Day Planning (in collaboration with the Academic Senate Governing Council) (50% Of Time)

- Call for proposals, vet and draft scheduling, promote participation, and evaluate events, in coordination with the other Co-chair of Professional Development Planning Committee, the ASLT Dean
- Ensure faculty approval of the Flex Day agenda in a timely manner.
- Meet with Skyline and CSM PD coordinators for planning district-wide PD and Flex Day events and resources
- Work with district-wide team to ensure content libraries and website information are updated and accessible to college employees
- Ensure that Flex Day programming is aligned with the priorities as laid out in the Education Master Plan and Strategic Enrollment Management Plan and any subsequent Annual (operational) Plans

Collaborate across campus in the planning of professional development opportunities (15% of time)

- Work closely with the Coordinator of Online Instruction to facilitate professional development related to excellence in online teaching and learning
- Collaborate with the Classified Senate President regarding the professional development needs of classified staff
- Work closely with the Faculty Equity Coordinator to help ensure quality professional development to support faculty achieve equitable outcomes for all students
- Work closely with the Faculty Learning Coordinator to facilitate professional development related to improving teaching and learning, curriculum design, student learning and program learning outcomes, and pedagogy

Communicate effectively and regularly with all constituencies regarding Flex Day and flexible calendar programming and requirements (10% of Time)

- Regularly review, update and maintain (keeping all information accurate and current) the College Professional Development Planning Committee and Flex Day websites.
- Update Academic Senate and other governance bodies on any changes to reporting and participation requirements for faculty, as communicated by the CCCCCO.

- Serve as contact point for CCCC Flexible Calendar communications and support ASLT Dean in yearly mandated reporting requirements

Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position. Check all that apply.

For more information about the Education Master Plan (EMP), please refer to the Cañada College Collaborates website (<https://canadacollege.edu/prie/canada-collaborates.php>).

- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #1 (Make Registration Easier)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #2 (Connect Students to the Academic Program(s) and Classes They Need)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #3 (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #4 (Improve the Financial Stability of Students)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #1 (Support innovative teaching that creates more equitable and antiracist learning environments)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #2 (Create and sustain an inclusive, antiracist, and equity-minded campus culture)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #3 (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)
- EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)
- EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)
- EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)
- EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and [nd employment in [elds of their choice)
- EMP Goal #3: Community Connections - Strategic Initiative #5 (Help meet the basic needs of Cañada students and other community members)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #1 (Ensure the physical campus is accessible)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #2 (Provide adequate access to technology)



EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #3 (Manage resources effectively)

Final Questions

How would your program be impacted if this position is not funded?

The Flex Day Coordinator has extensive responsibilities beyond the planning of Flex Days. If this position isn't given additional funding, it will not be possible for the following to be completed in a meaningful, collaborative, detail-oriented way.

1. The planning of six Flex Days each year, including two district-wide Flex Days
2. The maintenance of the Professional Development Planning Committee website, including the Flex-Day Archives.
3. The leading of a functional productive Professional Development Planning Committee
4. The development of the Three-Year Professional Learning Plan including annual updates.

All of these tasks require collaboration and communication with colleagues across the college and district. Without additional release time, the Flex Day Coordinator will not be able to attend to all of their responsibilities.

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

The COVID-19 pandemic transformed nearly every job at Cañada College. **Accordingly**, campus-wide professional development has transformed since the last Professional Learning Plan was drafted in 2018. These changes need to be captured in a new three-year plan. **Additionally**, a professional development needs assessment has not been completed since 2018, and seems particularly necessary in this new post-pandemic landscape. The upcoming planning and assessment will require extensive collaboration across **constituencies**, which will require a significant amount of time for the Flex Day Coordinator.

Please enter the name of your Dean or VP who we can contact for approval of this application.

David Reed

Reassignment Application Final Recommendation Form

Be sure to fill this form out for each of the applications received for the departments and/or programs that you supervise. Your feedback will be attached to the corresponding application, which will then be shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) *

Flex Day Coordinator

Supervisor's Final Recommendation *

- Fully Support Application
- Support with Reservation
- Do Not Support (Explanation Required)

Comment or Explanation:

I fully support this application along with the request for an additional .2 fte of reassigned time. As the application states, the current .2 assignment does not provide the necessary hours to support important tasks such as assisting with the 3 year planning process and collaborating with Online Instruction and Faculty Learning Coordinators.

Signature *

Enter your name below as your signature.

David Reed

This form was created inside of Skyline, Cañada and College of San Mateo.

Google Forms