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: *

Menlo Studio Faculty Advisor/Mentor

Author(s): *

Hyla Lacefield

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

Time Change Explanation

Explain why more or less reassigned time is being requested. *

Revisions to Existing Positions

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

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) *

.2

Spring (FTE) *

.2

Total Annual (FTE) *

.4

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.

Menlo Studio started as a pilot project to satisfy myriad needs: from students getting paid work experience in their area of study to fulfilling the large and growing need for marketing and outreach materials for various programs at the college. As the Marketing Department is tasked with advertising the college, not individual programs (and is quite small in terms of personnel) there is a huge need for support for departments on campus to create the advertising, marketing and outreach materials they need to share the opportunities offered by specific programs within the college to potential students.

Cañada has received $2,000,000 in apprenticeship grants in the past 2 years, and is dedicated to providing high-value paid work experience for students via pre-apprenticeship and apprenticeship. Other colleges typically use an external entity to broker and create those work-based learning opportunities for students. Colleges pay up to $25,000 PER STUDENT to these external entities to do the mentorship, employer engagement, related supplemental instruction, advising, feedback and student management. Menlo Studio was piloted to be a way for the college to be the employer of record and for the college to reap the benefits of this student work.

However, it relies upon faculty for the following tasks:

-Initial identification and selection of students with appropriate skillsets to be invited to apply
-assessment of applications, from students recommended or who volunteered for positions
-(working with the Dean and PSC) interviews and hiring of student assistants
-onboarding of student assistants, including expectations of work product quality, speed, and efficiency
-work with Dean and others to budget appropriately
-in conjunction with PSC: manage student worker hours and timesheets
-coordinate with people (clients) in other areas to determine their specific needs in terms of materials. This may be posters, postcards, flyers, Zoom backgrounds, social media ads, videos, clips, webpages, etc. etc. etc.
-take the client needs and break it into tasks for students
-work with students both individual and in groups to communicate client needs and expectations
-make sure students are working to spec and within reasonable timelines
-keep track of student work hours and progress
-provide direct feedback to students while encouraging a culture where students give each other appropriate and beneficial feedback of their work as they go through the process
-continue to interact with clients to show the progress and receive client feedback on initial designs
-determine which students are capable of which tasks and give them increasing levels of responsibility as they prove themselves capable
-make sure work product is of high quality and delivered on time and the client is satisfied
-create an ongoing portfolio of student work within the Menlo Studio project
-report out on quantity and type of work generated
-work with college and district on developing process and procedures for contracts for entities outside of

the Digital Art & Animation department, including other departments at Cañada, other departments at other schools, nonprofits and others who might wish to use these services

-attend apprenticeship meetings and workshops to further refine the project to suit the needs of apprenticeship as well as the students' needs, the departments needs, the college's needs, the employers' needs, and apprenticeship reporting requirements
-work together with the Financial Aid Department to identify students in Menlo Studio who might qualify for LAEP funds
-Requirement of LAEP funds include piloting the program in Spring of 2023, which will require a fairly large lift for all involved to make sure that all requirements are being satisfied
-Direct student support in applying for LAEP funds
-Coordination with Financial Aid for LAEP fund reporting
-Extra special focus on reported hours, timesheets, etc. to maintain highest quality oversight of LAEP funded work opportunities

-Work with Dean and Project Director of Apprenticeship to turn the initial pilot into a project that can create the infrastructure for this studio to continue as a vibrant and robust opportunity for students and programs within the college alike to benefit from each other
-Report out on work-based learning successes and challenges
-Continually refine and modify to suit changing needs and requirements of funding, student availability, and program need

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)

- [x] 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)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and find employment in fields of their choice)

- [x] 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? *

Without an industry-experienced faculty member doing the direct student support and management, Menlo Studio could not exist.

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

Menlo Studio has been drawing a lot of attention as it is (to my knowledge) the ONLY program where a college is trying to build within its own structure the ability to give students specific, relevant work-based learning opportunities and simultaneously satisfying programs' need for specialized outreach and advertising. Lots of people around the state are very interested to see how this ends up working. But it is a LOT of work.

There are grant funds from multiple areas that could pay for this.

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

Hyla Lacefield/VPI Chialin Hsieh

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

Google Forms

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 will be shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) *

Menlo Studio Faculty Advisor/Mentor

Supervisor's Final Recommendation *

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

Comment or Explanation:

Menlo Studio is the ONLY program where a college is trying to build within its own structure the ability to give students specific, relevant work-based learning opportunities and simultaneously satisfying programs' need for specialized outreach and
advertising.
This reassign time will be grant funded.

Signature *

Enter your name below as your signature.

Chialin Hsieh

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Supervisor's Final Recommendation *

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- ◯ Support with Reservation
- ◯ Do Not Support (Explanation Required)

Comment or Explanation:

This is an important supplemental coordination position that we have grant funding available for, but we really want to be transparent about the process. As it is an urgent and immediate need, we hope to be able to start in Spring 2023.

Signature *

Enter your name below as your signature.

Hyla Lacefield