Fall 2023 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2024, for the Fall 2023 application process.

Email *

engelk@smccd.edu

Current or Proposed Position Name: *

Faculty Accreditation Lead

Author(s): *

Karen Engel (College ALO)

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

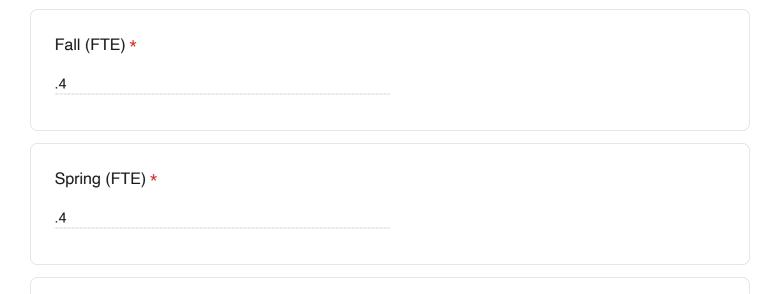Explain why more or less reassigned time is being requested. *

Revisions to Existing Positions

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

Updates to the last position description (from Fall 2017) are provided below. They stem from the revised 2023 Standards from ACCJC as well as a new PBC approach to organizing teams to work on the new Standards.

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) *

1.4? Spring 2023 would be less (.2), the other three terms would be .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

4 (2 years - Most Common) ▼

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.

BACKGROUND
The Accrediting Commission for Community and Junior Colleges (ACCJC) requires its affiliated colleges
to undergo a comprehensive self-evaluation every seven years. Cañada College's next Institutional Self
Evaluation Report (ISER) is due to the ACCJC in December, 2025. In preparation for this self-evaluation,
Cañada's Planning and Budgeting Council and Academic Senate are seeking one faculty member to
serve as co-chair, alongside the Accreditation Liaison Officer (ALO), of the college's self-evaluation
process.

Interested faculty should contact Academic Senate President, David Eck (eckd@smccd.edu) by (depends
on if it goes off-cycle).

RESPONSIBILITIES (IN PARTNERSHIP WITH THE ALO)
•   Participate in accreditation training from ACCJC and/or the Academic Senate of the CCCs and
develop a thorough understanding of the new, 2023 Standards.
•   Provide appropriate training for faculty as needed on the new Standards and the new ACCJC
accreditation process and timeline.
•   Monitor and support the progress of the Standard Leads as they gather and analyze information for
their assigned accreditation standards and ensure faculty participation and perspectives are included in
all responses.
•   Work with the College ALO and Standard Leads to identify evidence, gaps in evidence, and how best
to fill those gaps in a timely manner.
•   Work closely with College ALO to organize and present evidence that illustrates how the College
meets all Standards.
•   Collaborate with the ALO and Standard Leads to write the Institutional Self Evaluation Report (ISER).
•   Collaborate with the ALO to ensure the document is well-organized and reads as "one voice".
•   Co-Chair the PBC Accreditation Steering Committee with the ALO and support that body in fulfilling
its duties, as follows:
o   Look at the required evidence for each Standard
o   Help identify individuals and groups on campus best positioned to help find evidence for each
Standard
o   Advise the Accreditation Liaison Officer and Faculty Accreditation Lead in determining how to best
address gaps in evidence that are found
o   Review drafts of the Institutional Self Evaluation Report and facilitate campus participation as
needed
•   Provide regular reports of the self-evaluation process to the Planning and Budgeting Council and to
the campus community.
•   Speak at Division and Committee meetings in order to ensure that all constituencies are aware of
the self-evaluation process and participating in it as appropriate.
DESIRED QUALIFICATIONS

- Strong organizational, writing and editing skills
o Demonstrated ability to work with complex, lengthy documents
- Demonstrated ability to advocate and promote participation in the self-evaluation process
- Ability to explain a complex set of procedures to the college community and to encourage the level of campus participation necessary in order to complete a successful Institutional Self Evaluation Report (ISER)
- Strong organizational skills
o Demonstrated ability to track large, complex projects from initiation through completion
o Demonstrated ability to facilitate meetings, foster collaboration, and support groups of campus constituents in working together to complete the Institutional Self Evaluation Report effectively and on time
o Demonstrated ability to manage information and complete administrative tasks, such as keeping accurate records, returning phone calls, and responding to e-mail
- Strong interpersonal and oral communication skills
- Strong problem-solving skills
- Broad knowledge of Cañada College
- Willingness to learn Cañada's governance structure and the institutional planning process in detail
- Willingness to gain a detailed understanding of the new, 2023 ACCJC accreditation standards

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 find employment in fields 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? *

Our ability to collaborative effectively on our Institutional Self-Evaluation Report (ISER) due December 2025 would be severely impaired.

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

Please consider approving this position for an off-cycle start of Spring 2024 (at .2 reassigned time), following by three primary terms of .4 reassigned time. Thank you!

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

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) *

Faculty Accreditation Lead

Supervisor's Final Recommendation *

🔘 Fully Support Application

⭕ Support with Reservation

⭕ Do Not Support (Explanation Required)

Comment or Explanation:

This is a very important position to support the college in the accreditation effort.

Signature *

Enter your name below as your signature.

Chialin Hsieh

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