

# Fall 2023 Reassignment Application

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

Email \*

nancec@smccd.edu

Current or Proposed Position Name: \*

Supplemental Business Coordination

Author(s): \*

Candice Nance

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. \*

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Revisions to Existing Positions

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

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## 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) \*

0.2

Spring (FTE) \*

0.2

Total Annual (FTE) \*

0.4

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

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## 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](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](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.

The responsibilities for the business coordinator position continue to increase in demand due to the continual year-over-year growth in our enrollment and course offerings. Additionally, our department has experienced a significant demand from our local community for a substantial increase in dual enrollment sections under our CCAP agreement. With the ongoing challenge of finding new industry experts to teach in the business discipline and the planning and implementation challenges around dual enrollment, our department (in collaboration with the Dean of Business, Design, and Workforce) requests the renewal of the business coordination release time and the approval of a new separate supplemental business coordination application to support our dual enrollment and community partnerships (below).

The application below is for the second of these two reassignment applications.

Position Responsibilities - Supplemental Business Coordination - Community Partnerships

A. Building and sustaining strategic partnerships | Approximately 30% of time allocation:

- Oversee the department's involvement in dual enrollment with local high school partners, including but not limited to Carlmont High School and Pescadero High School
- Collaborate with district partnerships, including recruiting, onboarding, and evaluating faculty teaching in our Calworks program
- Explore industry and civic partnerships, including with local employers
- Expand dual enrollment partnerships to additional local high schools and charter schools, particularly focused on outreach to BIPOC communities

B. Planning | Approximately 35% of time allocation:

- Participating in the hiring and evaluation of dual enrollment and community partner instructors
- Coordinating with the Director of Dual Enrollment to ensure high school teachers meet minimum qualifications for the business discipline
- Coordinating with the Executive Director of CCCE Auxiliary Services to screen, hire, and onboard qualified faculty for business courses taught through CalWorks
- Supporting textbook screening and selection for community partnerships
- Regular meetings and collaboration with high school teachers and staff for course coordination
- Regular meetings and collaboration with high school Career Technical Education coordinators

C. Implementation | Approximately 35% of time allocation:

- Support collaboration between high school/community partners and college faculty
- Confirming courses and faculty have been loaded in Banner/WebSchedule
- Frequent problem-solving and teamwork to ensure the success of our dual enrollment growth
  - ~ Curriculum alignment and academic rigor
  - ~ Course textbook selection
  - ~ Selecting teaching faculty (i.e., college faculty, high school faculty, or co-teaching model)
  - ~ Coordinating scheduling and modality decisions

~ Supporting the resolution of conflicts

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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? \*

Without this position, we will not be able to support our Educational Master Plan goal of Community Connections (EMP Goal #3).

The current amount of release time for the business coordinator position cannot sustain the amount of collaboration and work involved in sustaining our current dual enrollment partnerships and creating new partnerships with additional high schools. We are also supporting additional community partnerships, such as with CalWorks.

In the spring of 2024, the business department will be coordinating a significant number of dual enrollment courses, all of which would be at risk if this position is not funded:

- Carlmont High School
  - 3 sections of BUS 100 (co-teaching model, in person, 3 days per week)
  - 3 sections of BUS 180 (high school faculty, in person, 3 - 5 days per week)
- Pescadero High School
  - 1 section of BUS 150 (college faculty, synchronous online, 1 day per week)

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

This position is eligible for grant funding. Since there is an urgent and immediate need for this role, we hope to start this position in the spring of 2024.

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

Dean Hyla Lacefield

# 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 shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) \*

Supplemental Business Coordination

Supervisor's Final Recommendation \*

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

Comment or Explanation:

We have a number of special projects requiring additional time from the Business coordinator. We talked about this at length and I recommended separating these special projects from the regular business coordination, since they are of a shorter term nature and could likely be grant funded (although that has not been 100% solidified as to which).

Signature \*

Enter your name below as your signature.

Hyla Lacefield

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

Google Forms