

## Request for Reassignment Proposal

Instructions: Complete the following form, ask your Dean to review and sign, and then submit it to the Office of Instruction.

1. Term in which assignment would begin (*semester, year*): Fall 2019
2. Application Date (*mm/dd/yyyy*): 09/24/2018
3. Author(s): Paul Naas

### Overview

4. Type of Request:

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment

5. Position or Project Name:

Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)  
Department Coordinator

6. Amount of Reassignment

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

7. Duration of Reassignment

How many semesters of reassigned time are being requested? When is the end date? (*Please note that if the request exceeds two years, a renewal RRP will be required.*)

Four semesters, or two academic years

8. Commitment

Upon completion of the reassignment term:

- The work is complete and no further investment of reassigned time will be required.
- The work will require an ongoing commitment of reassigned time or other staffing.

### Justification

9. Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. (1 unit = 2.5 hours per week)

Contact with potential students via email and phone: 1 hr/wk

Planning/coordinating events (gallery shows, EoY screenign, guest speakers) 1.5 hrs/wk avg over academic year

Coordinating professional opportunities for students: 1 hr/wk

Software assessment/recommendation: 0.5 hrs/wk

Alumni outreach: 0.5 hrs/wk

Corrdination and maintenance of student-facing social media presentce: 2-3 hrs/wk

Revised 9.15.17 - CK

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Off-site visits and activities: 0.5 hrs/wk avg over academic year

Adjunct coordination and scheduling: 0.5 hrs/wk avg over academic year

Other activities as described below: 2 hrs/wk avg over academic year

Supervision of labs and student assistants: 2 hrs/wk

Coordinating department budget/grants and working with advisory committee: 1 hr/wk

- 10. The following responsibilities are included as part of faculty workload and can be found here. Please explain how the duties for which you are requesting reassigned time are different from those enumerated in Appendix D1.**

The program coordinator for Digital Art & Animation provides logistical and coordination services for the remainder of the Digital Art & Animation staff and students. Some examples of these services include, but are not limited to, creating course offering schedules for Fall, Spring, and Summer classes; fielding, assessing, and making available as appropriate internship and small-project opportunities for students currently in the program; recruiting and scheduling student lab assistants; arranging guest speakers from industry; seeking out and making available information from online and other sources that augment in-classroom learning; arranging off-site visits and activities (studio visits, industry screenings); software assessment and recommendation; monitoring and determining budget usage; coordination with adjuncts to arrange schedules to avoid conflict with their other commitments; coordination and execution of gallery shows and end of the year screenings; independent promotion of department at trade shows, industry events, and professional organization meetings; maintaining relationships between former students and the department; coordinate student volunteers for on-campus activities outside the scope of the department (providing photographers for events, for instance or poster design for on- and off-campus events); contact point for potential students via email, phone, and personal interview; advising, designing, and approving promotional materials including but not limited to brochures, print advertisements, and time-based media such as theater commercials.

All of the activities delineated above are vital to the DA&A department's ongoing effort to attract and retain students and develop awareness of our program in industry, nurturing those professional relationships the department already enjoys and expand them into other companies and fields.

- 11. Identify how the activities align with the college's strategic plans and initiatives. (Please limit response to 250 words).**

The Program Coordinator activities outlined in part above are required activities in order for the department to run smoothly and efficiently. Additionally, activities also encourage enrollment in the program for individuals who are not currently students, increasing the college's headcount and FTES numbers. Increases awareness in local industry of our program and the students in it, providing potential opportunities for students to enter the workforce, a stated goal of the workforce programs.

Activities align with College SLOs 1 and 3, Workforce SLOs 1, 2, and 3, and Program SLOs.

### **Assessment**

**12. Outcomes**

List the outcomes that can be expected upon completion of the term of reassignment. (Please limit response to 250 words)

*Goal of student headcount increase of 10% at some point during period.*

*Internship and project opportunities for current students*

*Facilities and equipment are up to date, enabling students to have real-world skills*

*Promotion of student work achieved through industry contact and venues of display.*

**13. Accountability**

Describe how the activities performed under this assignment will be recorded and reported.

*Twice-annual on-campus gallery shows (as Building 9 refacing permits)*

*Annual End-of-Year student show*

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*List of off-campus activities attended by students (annual)*

*Social media recording of student activity, supplemental materials, and work opportunities*

*Student assistan schedules*

*Alumni outreach log (annual)*

*Independent promotion log (annual)*

*Please see attached log of activities over the most recent two academic years.*

### Administrative Use Only

#### Dean's Review:

Fully support request

Support with reservation

Do not support (explanation required)

Explanation: [Click here to enter text.](#)

Dean Signature: \_\_\_\_\_

*H. H. Cabrese*

*9/26/2018*

#### VPI Action:

Approve request as submitted

Deny request with recommendation to revise

Approve request but with less time than requested

Deny request (explanation required)

Explanation: [Click here to enter text.](#)

VPI Signature: \_\_\_\_\_

#### Recommendation for alternate funding:

Professional Development

President's Innovation Fund

Grant/Categorical (specify)

Trustees Fund for Program Improvement

Overload hourly special project

Short-term hourly staff

Stipend

Comments: [Click here to enter text.](#)

Approved Duration of Assignment: [Click here to enter text.](#)

Outcomes and reporting requirements: [Click here to enter text.](#)

**Paul Naas – Digital Art & Animation**  
**Department coordination tasks by week,**  
**Beginning Spring 2017**

*Below is a partial list of activities from the last two years. Some weeks are incomplete and not all weeks are represented because, frankly, some weeks I was too busy to take notes.*

Week of 1/30/17:

- Attend Jefferson High School (Daly City) college day: 4 hrs

Week of 2/5/17

- Reunion lunch with graduates: 3 hrs

Week of 2/13/17

- Phone conversation with Stanbridge Academy DRC coordinator: 1.25 hr
- Attend Half Moon Bay High college fair: 5 hrs
- Interview adjunct candidates: 2 hrs
- Attend San Mateo High certificate/vocational fair: 3 hrs
- Develop Fall 17 department schedule, including contact with full-time and adjunct faculty: 3 hrs
- Look into issue with lab opening times: ½ hour

Medical leave through end of semester

6/18

- Meeting at Jackie Spier's office: 2 hrs

8/5

- Meeting with Facebook VR program manager: 1 hr

8/8

- Meeting at LinkedIn re: LinkedIn Learning: 2 hrs

8/20

- Meeting with Women in Animation/Nimble Collective: 1 hr

Week of 8/21/17

- Animation Show of Shows poster production: 1 hr
- Identifying funds for Animation Show of Shows honorarium: ½ hr
- Follow-up email to Women in Animation: ½ hr
- Request education version of Unity game engine: ½ hr
- Connect with Freestyle Academy in Mountain View about visiting their location and speaking to their students: ½ hr

- Follow up with Nimble Collective, set up visit to their location: ½ hr

Week of 8/28/17:

- Get approval and begin distributing posters for Animation Show of Shows screening: 1 hr.
- Contact Vancouver Film School about potential summer program on campus
- Coordinate with rep from Cogswell College about presentation to students (total for above – 1 hr)
- Discussion with Dean Cabrera about marketing materials: ½ hr
- Created monitor slide to promote the Animation Show of Shows on campus monitors – 1 ½ hrs
- Hang posters for Animation Show of Shows screening: 1 ½ hrs
- Distribute posters and digital file to CSM, Mission College, Cogswell: 1 hr
- Recruit guest speaker for Storyboarding class: ½ hr.

Week of 9/3:

- Contact the Game Developer's Conference regarding booth costs: 1 hr.

Week of 9/11:

- Hang posters for Animation Show of Shows in downtown Redwood City: 2 hrs
- Meet with Jonathan Wax re: promotional videos: 1 hr
- Visit Nimble Collective, an animation service bureau, to make them aware of our program and see the work they do: 2 hrs.

Week of 9/18:

- Continue promoting Animation Show of Shows screening: 2 hrs
- Present Animation Show of Shows: 3 hrs
- Meet with potential student: 1 hr.
- Advise marketing team from Nimble Collective: 1 hr
- Drop off promotional materials at California Artist Supply, San Mateo: ½ hr
- Remove Animation Show of Shows posters from campus boards and storefronts downtown: 2 hrs

Week of 10/8:

- Attend "College Day" event at Capucino High School: 3 hrs

Week of 10/23:

- Judging duties for Campus Movie Fest: 2 hrs.
- Review class observations with James Khazar: 1 hr

Week of 11/6:

- Assist students with printing images and hanging frames for gallery show: 3 hrs

- Coordinate visit from Cogswell representative: 1 hr
- Review class observation with Craig Kitzmann: ½ hr.

Week of 11/13:

- Design and produce poster for student gallery show: 4 hrs
- Meet with prospective student: 1 hr.
- Finished hanging student show: 1 ½ hrs

Week of 11/20:

- Design new "Artistry In Fashion" banner for Fashion dept: 1 hr.
- Finalize new department brochure: 1 hr.
- Design department table runner for high school visits and trade shows: 2 hrs.

Week of 11/27:

- Research custom promotional materials: ½ hr
- Contact Nimble Collective rep to schedule guest speaker: ½ hr.
- Finalize new department brochure: 3 hrs
- Research and order test run of department-branded sketchbooks for students: 2 hrs

Week of 12/11:

- Research, design, and order DA&A sketchbooks: 4 hrs

Week of 1/16/18:

- Revise Animation Magazine ad art and copy: 3 hrs
- Contact sketchbook vendor, resolve questions before reordering: 1 hr

Week of 1/16/18:

- Clean cabinets in 13-211 in prep for Cintiq move: 1 ½ hrs
- Move Cintiq tablets to 13-211 due to classroom change: 1 hr
- Order sketchbook test run: 1 hr
- Order more DA&A buttons: 1 hr
- Finalize Animation Magazine ad: 1 hr
- Identify and order surge protectors for 13-211: 1 hr
- Create lab assistant schedule, notify student assistants: 2 hrs

Week of 1/29/18:

- Prep video conference with Rex Grignon – guest speaker: 1 hr
- Write student letter of recommendation for California Summer School for the Arts: 1 hr.
- Attend College Day at Jefferson High School, Daly City: 4 ½ hrs.
- Inform students of SJSU animation event invitation: ½ hr.
- Meet with SMCCCD Foundation re: alumni event: 1 hr

Week of 2/12/18:

- Attend Half Moon Bay High School college day: 4 ½ hrs
- Review and address curriculum committee comments: 6 hrs

Week of 2/19/18:

- Review and address curriculum committee comments: ½ hr
- Meet wit San Francisco State animation department to discuss student references: 2 hrs
- Contact Core Studio in Half Moon Bay for potential guest speaker presentation: ½ hr.
- Compose Fall 2018 schedule: 1 hr.
- Participate in Toon Boom Harmony web conference: 1 hr
- Attend Animated Short Subject Oscar screening for networking: 3 hrs

Week of 3/5/18:

- Publicize Entertainment Design Speaker Series at SJSU invitation to our students: 1 hr
- Write promotional item about previous Speaker Series presentation for Olive Hill Press: 1 hr.
- Attend Maya Character Rigging webinar: 1 hr
- Attend San Mateo High School college fair: 2 hrs
- Work with Alex Kramer to order department sketchbooks: 1 hr.
- Meet w/prospective student (long): 2hrs
- Enter hours and approve assistant time sheets: ½ hr
- Coordinate with Nimble Collective to bring guest speaker back to campus: ½ hr.

Week of 3/19:

- Contact game dev professionals about curriculum revisions: 2 hrs
- Work with Alex Kramer regarding collateral materials and arranging consultants: 1 hr
- Communicate with Nimble Collective about piloting a cloud-based instructional tool: 1 hr
- Consult with DreamWorks Animation on a possible service they are considering offering to colleges: 1 hr.
- Attend Game Developer's Conference: 3 days
- Meet with representative from Wacom about new tablets for the department: 1 hr
- Meet with former students to consult on curriculum revisions and inquire about interest in teaching: 2 ½ hrs

Week of 4/2:

- Begin gathering materials for end-of-year screening: 3 hrs
- Write up item for OHP: ½ hr

Week of 4/9:

- Contact Animation Show of Shows to set up Fall '18 screening on campus; contact theater manager to book screening date: 1 hr.

Week of 4/16:

- Meet with prospective student: 1 ½ hrs
- Write up item for OHP: ½ hr.
- Phone call with prospective student: 1 hr.

Week of 4/23:

- Begin compiling end-of-year show: 4 hrs
- Meet with incoming VPI: 2 hrs
- Represent department at Connect to College night: 2 hrs

Week of 4/30:

- Continue editing end of year show: 5 hrs

Week of 5/7:

- Continue editing end of year show: 14 hrs
- Communicate with potential adjunct faculty, provide application links, describe class needs, etc: 2 hrs

Week of 5/14:

- Complete editing of end of year show: 8 hrs
- Promote show through social media, conversations, collateral: 2 hrs

July 2018:

- Attend VES event, meet with potential teaching candidate: 3 hrs
- Begin identifying candidates for vacant teaching positions: 10-15 hours
- Visit Art Institute San Francisco to promote program to current students: 5 hours
- Coordinate updates to department website: 1 hr

August 2018:

- Coordinate with new adjunct faculty in designing new Game Development and Design certificate curriculum: 40 hrs
- Recruit and interview potential adjuncts for replacement faculty: 12 hrs
- Walk new faculty (4) through studios, familiarize them with equipment, demonstrate Canvas, work with Jonna Pounds to get ID cards and keys for studios, unlock studios prior to new faculty having access: 12 hrs

Week of 9/3:

- Get ASCC stamp on Animation Show of Show posters, begin hanging on campus: 2 hrs
- Curriculum development in Curricunet: 4 hrs



- Attend VES State of the Industry Summit: 8 hrs

Week of 9/10:

- Promotional activities re: Animation Show of Shows: 3 hrs
- Curriculum development in Currícunet: 4 hrs

Week of 9/17:

- Promotional activities re: Animation Show of Shows: 4 hrs
- Coordinate students and faculty for upcoming video shoot: 4 hrs
- Curriculum development in Currícunet: 4 hrs

Week of 9/24:

- Curriculum development in Currícunet: 4 hrs
- Coordinate students for video shoot: 1 hr
- Participate in video shoot  
(interviewed, participate in student interviews): 5 hrs

*List ends here due to release time submission deadline.*