<div align="center">Request for Reassignment Proposal</div>

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):* 9/24/18

3. **Author(s):** Melinda Day

Overview

4. <u>**Type of Request:**</u>
   ☐ New request for reassignment
   ☒ Renewal of existing reassignment
   ☐ Augmentation to existing reassignment

5. <u>**Position or Project Name:**</u>
   Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)
   EHD Program Coordinator (position formally called ECE/CD Program Coordinator)

6. <u>**Amount of Reassignment**</u>

   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)* .   20   Spring *(FTE)* .20   Total Annual *(FTE)*   .40

7. <u>**Duration of Reassignment**</u>
   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.)*
   May 2021

8. <u>**Commitment**</u>
   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)*

Duties performed can be divided into three main categories 1) Curriculum, and Student and Faculty Support, 2) Community Outreach and Grants, 3) Special Events

   1) Curriculum, and Student and Faculty Support:
    - Develop new curriculum based on student, field and community input -many hours/semester

- Updating curriculum (based on profession expectations) for the 30+ classes in the EHD department – 1.5 hours/week
- Collaboration with EHD/ECE/CD faculty at Skyline college including working on joint curriculum and program development (where appropriate) 1 hour a week
- Coordination of faculty including scheduling and faculty evaluations (as needed) - many hours a semester - Student advising - 1 hour/week
- Outreach and articulation work - .5 hours per week many hours a semester
- Support the continued growth and expansion of EHD programing at Cañada College Main Campus and Menlo Park Center; growth is focused on creating an articulated pathway for early educators and those interested in working with children in K-12 settings – 1.5 hours/ week

2) Community Outreach and Grants:
- Attending many professional meetings which brings in feedback from community and makes necessary placement (internship) connections for students - 2 hours/week
- Support the coordination of multiple department grants including First 5 EQ+IP, Foster Care and Kinship, StrongWorkfoce Funds, and California Development Training Consortium – 1.5 hours/ week

3) Special Events:
- Support the coordindation (with Retention Specialist, Jamie Hui) special activities for the department such as the "Discovering your Path", "Spring into Action", Advisory Board meetings, Student Transfer workshops - .5 hour/week

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 duties described in question #9 is above and beyond the responsibilities of faculty as outlined in Appendix D1. The EHD department has over 400 majors and serves more than 600 students in a semester (as of Fall 2018). The community serving nature of our discipline and field means we have to serve students while maintaining a community presence.

11. **Identify how the activities align with the college's strategic plans and initiatives. *(Please limit response to 250 words).***
    The EHD program coordinator position supports the work of the EHD department. The activiites performed by the Program Coordinator helps to support Cañada students "Start Strong, Stay Strong, and Finish Strong" in their certificates, degrees and transfer options. The work of the coordinator also supports students gaining the knowledge and skills for the work they will do in the Early Care and Education field.

Assessment

12. **Outcomes**
    List the outcomes that can be expected upon completion of the term of reassignment. *(Please limit response to 250 words)*
    At the end of the term of reassignment, I hope students will have all of their classes full with times/schedules that meet students' academic needs for certificate, degree and transfer completion. During the reassingment, new programming will be developed to support the changes in the education field and that we will have clearly articulated pathways to careers and degrees beyond Cañada.

13. **Accountability**
    Describe how the activities performed under this assignment will be recorded and reported.
    Annual review, Dean's evaluation, Vice President of Instruction's evaluation. I will also keep records of the coordinating tasks performed during the term of reassigned time.

Request for Reassignment Proposal

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: ___*HMCorsese*_____9/24/2018_____

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.