

# 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. You can use the Tab key to move through the form fields.*

1. Term in which assignment would begin (*semester, year*) Spring 2017
2. Application Date (*mm/dd/yyyy*) January 26, 2017
3. Author(s) Leonor M Cabrera

## **Overview**

4. Type of Request:

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment
- Revision to a previously submitted application

5. Position or Project Name:

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

Faculty facilitator to redesign Business HUB (13-217) and reorganize and innovate the CBOT department; revamp the role of 12-217 and the role of the two instructional aides.

## **Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:

additional unit (0.067 FTE) represents an additional 2.5 hrs/week

1 semester (3 units) = 7.5 hrs/week or approx 0.25 FTE

6. Fall (FTE)                      Spring (FTE) 0.20    Total Annual (FTE) 0.20

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.)*

Spring 2017: Two semesters are requested as the plan has two phases. The first will be revamping the role of the instructional aides by establishing a training schedule for the Fall 2017 opening of the HUB (all lab computers will be loaded with MS Office 2016), in addition the instructional aides will be instructed on Canvas and other software programs that will be taught in ACTG, BUS and CBOT. In the past many duties were handled by student lab assistants, these assistants are no longer needed due to the decrease in enrollments of CBOT therefore these individual's duties are being updated and re-evaluated to suit the new needs of the professors and the Business HUB. This phase also requires supervision of aides and keeping the calendar of events which will occur in the HUB.

Fall 2017: The second phase of this plan is the redesign of the Business HUB which includes new furniture, laptops, and repurposing the room. The repurpose will allow not only teaching but a meeting place, a recording space for professors with online classes, and technology which will allow a professor to teach face to face to a multiple location class - simulcast.

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.

9. How will the part-time faculty replacement costs be funded?

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- Fund 1 PT faculty allocation
- Grant funding, please specify CTE Enhancement
- Categorical funding, please specify
- Other, please specify

### **Justification**

10. Identify the duties to be performed and explain why they require reassigned time.  
Supervision of two instructional aides, preparing a training schedule for these individuals, and the coordination of the needs of the professors teaching in 13-217. Updating and re-invisioning the role of CBOT at Cañada College. Researching how other colleges are addressing the issue of declining enrollment in computer technology at the college level.

Coordinating (with IT) and ordering (working with the Budget office, Dean, Director of Workforce, and the Vice-Presidents of Instruction and Administration as well as other stakeholders on campus), furniture, laptops and new technology hardware for the redesign of the location, 13-217. Possible curriculum proposals and modifications may be necessary in order to stay current with the needs of students, for example: self paced classes, accelerated or "fast-track" courses, and hybrid and online courses.

11. Identify how the activities align with the college's strategic plans and initiatives.  
Updating and redesigning 13-217 will provide students with the technological assistance required for students to meet their academic goals. Creating an "informal" cohort of Business students who will have the opportunity to work together at a central location or HUB. Providing a central location will allow Business Professors to hold office hours, and meet the needs of multiple students simultaneously (similar to the Math Professors in the Learning Center).

The HUB will be used for a variety of events in one location. The Business Entrepreneur Club, Advisory Meetings, and Student Business will build and strengthen collaborative relationships that support the needs of our college and surrounding communities. (EMP)

Investing CTE resources in order to redesign the location, repurpose and the development of new exciting and highly current curriculum will allow Cañada Business Department to continue increasing enrollment (and load). The HUB will re-invigorate and promote excellence, equity, inclusion and transformative teaching and learning. (EMP)

12. Provide evidence that the quantity of reassigned time being requested is justified by the workload.  
*This might be accomplished by providing a schedule of work to be performed during a typical week. (1 unit = 2.5 hours per week)*

Meetings with Dean, Staff and Professors - 2.0 hours per week.

Meetings with other stakeholders on campus for training and collaboration - 2.0 hours per week.

Research - 2.0 hours per week.

Supervision 1.5 hours per week.

13. Nature, number and frequency of meeting *(if applicable)*

14.

15. Number of faculty directly served by this position annually *(if applicable)*

16. Number of students directly served by this position annually *(if applicable)*

### **Assessment**

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## 17. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment.

1. The number of students using 13-217 will increase (during non teaching hours).
2. New and up-to-date curriculum offerings under the TOP Code - Business; includes business, accounting, CBOT, management, MEDA, and entrepreneurship.
3. Collaboration with other departments to meet the needs of their students with the goal of entrepreneurship.

## 18. Accountability

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

1. Using the system currently used by the Learning Center to keep track of the number of students using their location - SARS.
2. Enrollement reports will show and increase in enrollments and load for TOP Code - Business.
3. More offerings to "non traditional business" students with aspirations of business; designers, artists, creators, STEM majors, and multiple types of consultants or freelancers.

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Administrative Use Only

### Dean's Review:

- Fully support request  
 Support with reservation  
 Do not support (explanation required)

Explanation: The Business Hub is a new and innovative renovation of the Business Skills Center. A designated coordinator for the hub is essential for the successful design, planning, management and scheduling of a vibrant area for student learning and success. New technology strategies and teaching modalities will be used to ensure that this space is well utilized and easily accessed.

### VPI Action:

- |  |   |
|--|---|
| <input type="checkbox"/> Approve request as submitted                      | <input type="checkbox"/> Deny request with recommendation to revise |
| <input type="checkbox"/> Approve request but with less time than requested | <input type="checkbox"/> Deny request (explanation required)        |

Explanation:

### Recommendation for alternate funding:

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Development        | <input type="checkbox"/> President's Innovation Fund           |
| <input type="checkbox"/> Grant/Categorical (specify)     | <input type="checkbox"/> Trustees Fund for Program Improvement |
| <input type="checkbox"/> Overload hourly special project | <input type="checkbox"/> Short-term hourly staff               |
| <input type="checkbox"/> Stipend                         |  |

Comments:

### Approved Duration of Assignment:

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### Outcomes and reporting requirements:

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