

**RECORD OF SOME OF THE HOURS COORDINATING
THE FASHION PROGRAM 2018-2019**

5/28 1 hour meeting with dean about scheduling/personnel

5/28 1 hour planning department meeting

5/28 30 minutes on Artistry in Fashion

6/2 4 hour department meeting in my home w/ all teachers & dean

7/14 3 hours met with potential new students

8/4 3 hours Curricu Net – work on 37 courses

8/5 4 hours Curricu Net

8/6 2 hours met with potential new students

8/6 3 hours Curricu Net

8/8 4 hours Professional organization meeting to promote program

8/17 2 hours Chaired Dept Meeting

8/20 1 hour Meeting with Dean Hamilton

8/24 2 hours Meeting with assistants

8/26 2 hours Meeting for Artistry in Fashion

8/28 1 hour meeting with President Buckley

9/1 3 hours professional organization to promote Artistry in Fashion

9/5 Delivery promotional material to promote Artistry

9/8 2 hours meeting with assistants

9/10 4 hours Professional organization in SF

9/11 1 hour Curriculum committee to defend courses
1 hour meeting with teachers

9/15 1 hour Artistry in Fashion meeting with Facilities

9/17 2 hours Assistants meeting – Artistry in Fashion

9/18 2 hours Professional organization

9/25 8 hours Artistry in Fashion Prep & set-up

9/26 14 hours Artistry in Fashion

9/28 3 hours Curricu Net

10/1 2 hours Curricu Net

10/2 4 hours Curricu Net

10/5 1 hours meeting with facilities about Artistry

10/6 4 hours Professional Organization

10/7 3 Luncheon for 75 students to promote next semester – Curriculum Party

10/9 3 hours Curricu Net

10/16 3 hours Professional organization

10/16 1 hours curriculum work

10/19 1 hour contacting Advisory Board members

10/20 1 hour working Advisory Board agenda

10/21 1 hour Meeting with dean about personnel – teachers needing replacing

10/23 1 hour clarifying situation with instructor about her new on-line class

11/5 1 hr discussion with instructors about upcoming semester

11/11 1 hr emailing/calling for advisory board meeting

11/16 1 hr plans for assistants & discussion with dean about Perkins Grant

11/30 3 hr Advisory board meeting

12/1 2 hr Meeting with prospective students

12/2 2 hr Working with new hires

12/3 1 hr Advising students for next semester

12/7 1 hr “ “ “ “

12/8 2 hr Working on promotional materials to increase enrollment

12/11 1 hr writing letters of recommendation for student scholarship

1/4 1 hr delivering flyers to promote all the classes

1/6 1 hr delivering flyers to promote classes

1/11 5 hrs cleaning department

1/13 3 hr meeting with prospective students

1/18 2 hr meeting with instructors

1/19 3 hr meeting with assistants

1/20 2 hr advising students for enrollment

1/25	2 hr writing recommendation letter for students to receive scholarships	5/26	1 hr Prospective student meeting
2/1	2 hr writing recommendation letters for student scholarships	5/27	2 hr Curriculum meeting
2/2	3 hrs professional meeting away from campus	6/10	2 hrs distributed class flyers – stores & libraries
2/10	1 hr writing recommendation letters for student scholarships	7/10	3 hrs Professional organization meeting
2/15	2 hrs assistants meeting	7/15	3 hrs Professional organization meeting
2/16	2 hr meeting with faculty	7/18	1 hr meet a prospective student
2/19	3 hrs professional meeting away from campus	7/26	1 hr meet w/ prospective students
3/1	3 hrs professional meeting away from campus	7/26	1 hr meeting w/ dean & instructor – personnel issue
3/3	1 hr scholarship reviews	8/2	3 hrs professional organization
3/5	2 hrs scholarship reviews	8/3	1 hr distributed class flyers – stores
3/7	1 hr organizing curriculum party	15 hours	Several emails per week about jobs & internships – post on bulletin boards
3/8	2 hrs recruiting speakers for special events in the department	15 hours	Several emails each week for Artistry in Fashion which promotes program & is a fund raiser
3/10	1 hr meeting with new program counselors	8/15	1 hr meeting about Artistry in Fashion
3/16	2 hrs curriculum lunch with meetings with students	8/19	3 hrs profess organization – program promo
4/4	2 hrs assistants meeting	8/22-8/26	Several hours assisting students with course scheduling
4/13	2 hrs special presentation by docent from de Young Museum fashion exhibit	8/26	2 hrs meeting w/ faculty & staff
4/15	2 hrs professional meeting	9/8	3 hrs Artistry in Fashion meeting
4/16	7 hrs special evening fashion event in the classroom – recruitment	9/14	2 hrs meet w/ facilities & security about Artistry
4/20	1 hr meeting with high school teacher & 5 students	9/16	3 hrs professional organization prpmo
4/25	3 hrs advisory board meeting	9/21	2 hrs Designer sale meeting
4/23	2 hr attending professional meeting & meeting with prospective students	9/23	3 hrs Prep for designer sale
5/2	3 hrs professional meeting	9/24	12 hrs Artistry in Fashion
5/9	1 hr Student advising for upcoming classes	10/11	2 hrs Curriculum party planning & student advising
5/13	32 hrs intensive training course	10/21	3 hrs professional organization meeting
5/16	1 hr Meeting w/prospective student	10/22	5 hours professional meeting – class recruitment
5/20	3 hrs Professional organization	10/27	1 hr meeting with assistants & community members about possible work together
5/25	1 hr meeting w/ dean – personnel issue	10/31	1 hr working on summer & fall class scheduling
		11/12	3 hr professional organization promo for classes

11/18 3 hr professional organization promo for classes

11/17 1 hr interviewing new hire

11/21 1 hr interviewing new hire

11/21 1 hr meeting with new Workforce Director

11/22 2 hrs interviewing new hires

11/23 1 hr prep for advisory board meeting

11/28 2 hr advisory board meeting

12/1 2 hr training new hire

12/2 1 hr meeting with prospective student

12/9 2 hrs meeting with staff

Semester break) 4 hrs answering email & phone calls
about classes for spring semester