

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 and spring, 2019-2020
2. **Application Date (mm/dd/yyyy):** 09/30/2018
3. **Author(s):** Elsa Torres

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.)
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) 0.13 Spring (FTE) 0.13 Total Annual (FTE) 2 units * semester

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.)*
2yrs/RRP

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)**

See attached table

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.**

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The listed responsibilities presented in the attached table are not part of my regular duties as listed in Appendix D1.

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

The activities in the attached table are directly linked to the teaching and learning outcomes of the program, contribute substantially to the completion rates of the certificates offered, link our program with the community, and foster the education of our students in the principles of global responsibility and sustainable growth.

Assessment

12. Outcomes

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

- Support an outstanding program, so that it continue to thrive. - Comply with the College strategic plans of equipping students with the knowledge and transferable skills so they can become productive citizens in our global community. - Provide our students with the necessary tools to complete certificates of achievements. - Prepare our students to improve their marketability and connection with local businesses.

13. Accountability

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

The activities performed will be recorded weekly and on a monthly basis. The provided table can be used as a rubric.

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: 

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

VPI Signature: _____

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 |

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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.](#)

INTD PROGRAM COORDINATOR RESPONSABILITIES REASSIGNED TIME FOR 2019-2020	One-Time Assignments	~TIME X WEEK
1. Prepare this document.	5	
2. Prepare department class schedule for fall and spring semesters. a. First week orientation in all classes taught in the program (Visit classes twice a semester).	6	
3. Advise and mentor students, new, continuing, and returning, as program requirements change. a. Meet with new potential students over the phone and in person and disseminate information regarding not only Cañada College but the program itself. b. Advise students on possible careers opportunities, gather guest speakers to share with all students in departments.		2
4. Supervise day to day activities of the program. Example: a. Manage and maintain necessary resources for the departmental library. b. Classroom upkeepings. c. Keeps inventory of all hardware, software, supplies, equipment for the program.		1

<ul style="list-style-type: none"> d. Assure all equipment in classrooms are up and running—work closely with ITS e. Bulletin boards f. Working and planning non-teaching assignments with a part-time faculty <ul style="list-style-type: none"> i. Hire, train, coordinate, and supervise all student assistants, Instructional Aides, volunteers. 		
<p>5. Organize and carry out the Interior Design Program Graduation Ceremony each spring.</p> <p>Example:</p> <ul style="list-style-type: none"> a. Coordinate with the student club to prepare the event b. Prepare certificates based on graduate master list provided by school registrar c. Request location d. Invitations 	10	
<p>6. Work closely with counselors on program changes, additions, deletions, course substitutions from other colleges, transcript evaluations, etc.</p> <ul style="list-style-type: none"> a. Evaluate and approve all course substitution requests for ARCH and INTD courses. 		1
<p>7. Curriculum Development Activities</p>	10	

<ul style="list-style-type: none"> a. SLOs/New Courses/CE two yrs review cycle b. Keep communication flowing on newly developed courses, course offerings, certificates, etc. 		
<p>8. Coordinates Annual Program Plans and Program Reviews.</p>	5	
<p>9. Actively participate in the hiring and constructive evaluation of all adjunct faculty (7), mentor new faculty hires.</p> <ul style="list-style-type: none"> a. For the last two years holding interviews for hiring part-time faculty due to retirements or full time job positions. This involve active search for qualified individuals to teach our classes. b. Two evaluations coming this fall 18 semester. c. Assist Dean in the hire and evaluation of adjunct faculty, faculty ranges from 5-20, depending upon the department d. Recruiting new part-time faculty to provide job training for future teaching assingments which started this fall 2018 semester. 		1
<p>10. Chair the department advisory committee, network to attract new members, keep in close contact to keep advisory board active and participatory.</p>	2	

<p>a. Meeting with professionals from the industry and reaching out to graduates from our program. Three new members for this fall 2018 semester.</p>		
<p>11. Hold departmental meetings a minimum of twice per year with all members to discuss year end progress and set goals for new year.</p> <p>a. Holding retreats each spring semester. The INTD program has one full time faculty and seven part-time faculty.</p>	2	
<p>12. Networking with the local professionals and professional chapters of organizations for opportunities for students to obtain internships, great lead to obtain a pool of qualified people that would be interested in teaching part-time, and to show a presence at high schools, community events, etc. to increase enrollment in the programs.</p> <p>a. Working with Director of Workforce and Program Services Coordinator to prepare marketing materials for our program.</p> <p>b. Attend local, regional and national professional design organization meetings, as appropriate.</p>		1

<p>c. Community and professional outreach and recruitment for potential job and internship placements, donations of materials and other resources to the departments.</p>		
<p>13. Articulation with the specific programs, faculty, chairs, & deans at San Francisco State University, and San Jose State University, and other 4-year programs in the state with assistance from the Dean.</p>	2	
<p>14. Works with College Recruiter to coordinate and participate in on and off campus events through CE events and high school visits.</p>	3	
<p>15. Work with students that request Credit by Examinations</p>	1	
<p>16. Advisor for the ASID student club that also has a sub-chapter affiliated to NKBA (National Kitchen and Bath Association)</p> <ul style="list-style-type: none"> a. Meetings twice a month b. Field trips c. Regular meetings with the club President d. Advise an extremely active and supportive Student ASID Chapter (INTD) that also plays an important role in promoting and supporting our program. 		1

<p>17. Keep up with all the affiliation requirements to NKBA (National Kitchen and Bath Association) that involves the Kitchen and Bath Certificate of Achievement.</p> <ul style="list-style-type: none"> a. Submission of student works for Excellent in Education Award b. National competitions c. Web seminars 	5	
<p>18. Work with department faculty in selecting interior design scholarship and award recipients, local, regional, national, write letters of recommendation.</p>	2	
<p>19. Preparing events to celebrate the Interior Design Program 50th Anniversary in 2023.</p> <ul style="list-style-type: none"> a. Work on creating a historical archive both digital and hardcopy 	5	
TOTAL WEEKLY HOURS	3.4	7
TOTAL SEMESTER HOURS	58	119