

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 2018
2. **Application Date (*mm/dd/yyyy*):** 10/18/17
3. **Author(s):** Denise Erickson

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.)
GE Pathways 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) 0.20 Spring (FTE) 0.20 Total Annual (FTE) 0.40

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.)*
4 semesters

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)**

Planning meetings (including Flex Day) with teaching faculty, counselors, and student services - 2 hours/week
Managing student applications and responding to student inquiries - 2 hours/week
Research and outreach to other CCC's and CSU's - .5 hour/week
Meeting with the Honors Coordinator - .5 hour/week
Coordinating with the librarian - .5 hour/week
Coordinating marketing and information - .5 hour/week
Recruiting and implementing guest speaker presentations - .5 hour/week
Coordinating student focus groups; ongoing assessment - .5 hour/week
Creating assessment reports for counselors - .5 hour/week
Working with deans and college designer on schedule

Request for Reassignment Proposal

of classes - .5 hour/week Outreach to Adelante and ACES - .5 hour/week Meetings with Guided Pathways Design Team and attending conferences - .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.**

GE Pathways coordination involves leading a cohort of faculty and staff committed to developing and continuing to create an effective and relevant GE Pathways initiative at Canada College. This involves coordinating with counselors and Student Services to ensure and streamline student awareness of this new initiative, and coordinating with all students, to help them enroll in and successfully complete the program. Coordination involves updating counselors with CRN numbers every semester to make sure students are on the correct track, and coordinating with Admissions & Records about giving credit for successful completion of the program. Time is required to continue marketing and working on the website, since updates are needed every semester on the website, in the schedule of classes, and on posters to be distributed and posted on campus by the coordinator. Developing an awareness of the program, and informing new faculty, students and staff of its purpose and benefits is critical. Like the establishment of the Honors program, this takes time to become a part of the college culture. Time is needed to continue working with the Deans to determine (when the schedule is completed each semester), which classes in the Pathways program (offered by Pathways faculty) are included for next semester's schedule of classes. This needs to be coordinated with marketing and the website (college designer).

The coordinator will also coordinate guest speakers and field trips; coordinate the film series; work with the librarian and coordinate with faculty in updating the Library Resources page for GE Pathways; develop community service and internship/career opportunities associated with the Pathways; create Flex Day meetings for faculty to plan and recruit, and continue to work with faculty in defining ways to improve the program, and consider new pathways to add as we expand the program.

The most important duties involve working with students enrolling in the program: managing student applications, answering students' questions, coordinating information about events and activities, marketing, and continuing outreach with the various student groups.

The GE Pathways coordinator also works with the Honors Program coordinator to align Honors Pathways with GE Pathways. The coordinator organizes student focus groups for input and assessment, and works with faculty for feedback and assessment of the program. The coordinator leads faculty in creating new Pathways, as well as engaging in outreach with the CSU's (SF, East Bay, San Jose) to create pathways which help students to be accepted as transfers to a major or minor.

Furthermore, as the college embarks on its new Guided Pathways initiative, the GE Pathways coordinator will be called upon to engage in discussions about how the framework already in place for GE Pathways may be integrated into the new Guided Pathways program for the greatest benefit to students. This will require time working with student services and the counselors.

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

GE Pathways use High Impact Practices to make GE more relevant, engaging and coherent for students, leading to greater student persistence and successful completion for transfer. Pathways articulate a clearer pattern for Honors students to achieve their goals. Activities provide opportunities for greater collaboration across disciplines for faculty and students, development of student cohorts, and faculty professional development. Activities (public lectures, field trips, community service opportunities) promote academic growth and scholarship. Completion of GE Pathways also enhance student resumes for workforce placement. GE Pathways are an important cornerstone in building the new Guided Pathways initiative. These activities are in alignment with the college's strategic plans and initiatives.

Assessment

12. Outcomes

Revised 9.15.17 - CK

Request for Reassignment Proposal

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

1. A program of GE thematic pathways providing a set of thematically associated courses across the IGETC pattern (CSU GE, and AA/AS GE) will be launched into the college curriculum 2. Context and relevance to the GE pattern will increase as students explore in depth a theme of interest to them, while fulfilling GE requirements and streamlining the GE pattern 3. More students will enroll in pathways classes, and complete the GE requirements 4. Students will engage with faculty and students with shared interests, creating cohorts, increasing retention, persistence and success 5. Students will acquire an additional set of skills benefitting transfer to a major or minor, and benefitting job-seeking 6. Faculty, staff and students have greater professional development and academic opportunities through presentations and public lectures, enhancing academic growth 7. Faculty will benefit from collaborative, integrative, multidisciplinary activities which provide professional growth 8. Pathways will provide a greater sense of community and inter-connectedness at Canada College 9. GE Pathways will provide a valuable boost to the new Guided Pathways initiative by helping students concentrate on a goal, and choose classes which move them toward completion in a more focused and timely fashion

13. **Accountability**

Describe how the activities performed under this assignment will be recorded and reported.
End-of-year report to the President, the VPI, the VPSS, and the Academic Senate.

Administrative Use Only

Dean's Review:

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

Explanation: Guided Pathways makes a concerted effort to coordinate courses and modify curriculum thematically, providing students the opportunity to focus their studies in an area of interest.

Dean Signature: _____



VPI Action:

- Approve request as submitted
 Approve request but with less time than requested
 Deny request with recommendation to revise
 Deny request (explanation required)

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

VPI Signature: _____

Recommendation for alternate funding:

- Professional Development
 Grant/Categorical (specify)
 Overload hourly special project
 Stipend
 President's Innovation Fund
 Trustees Fund for Program Improvement
 Short-term hourly staff

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

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

Addendum to Reassigned Time Proposal:

As we launch the **Guided Pathways** initiative at Cañada, it has been recognized that our **GE Pathways** program has begun the process of engaging faculty in many of the concepts in **Guided Pathways**. The principles of design are inherent in what has already been accomplished, which puts **GE Pathways** in a unique position to support what we develop in **Guided Pathways**. The **GE Pathways Coordinator** will need to devote time to attend meetings and conferences to learn about and help design **Guided Pathways**. The **GE Pathways Coordinator** will also need to lead faculty into the process of incorporating the enthusiasm they have for **GE Pathways** into a support for developing **Guided Pathways**. This will involve the support of the Academic Senate.

GE Pathways currently has over 40 students enrolled (the same number as are enrolled in our Honors Program), and 32 faculty participating.