

## 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*):** 10/20/2017
3. **Author(s):** Candice Nance, Business Professor

### **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.)  
Business Department Coordinator for Strategic Program Improvement and Growth

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*) 0.2                  Spring (*FTE*)    0.2    Total Annual (*FTE*)    0.4

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.*)

Four semesters (two academic years) with the possibility to renew if appropriate

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)**

Development of online business program (both certificates and degrees) in collaboration with college-wide and state-wide efforts to establish fully online programs as reported to ACCJC; Researching student services support for online Business programs, such as online counseling, online tutoring, utilizing Open Education Resources (OER), laptop/table loaner program, accelerated tech support for both students and faculty and ways to increase instructor responsiveness to students and marketing these efforts in one cohesive manner to online program participants; Honors Transfer Program collaboration for Business-specific program; Investigate

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partnership between Business and College for Working Adults; Investigation into cohort model support for Business Information Worker (BIW) state pathway and collaboration with NOVA to support unemployed population; Coordination of annual business schedule; Coordination of business adjunct faculty

**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 listed core responsibilities fall outside of the “Duties and Responsibilities of Instructors” in Appendix D1 of our AFT contract. This proposed reassignment time will work on long-term collaborations and partnerships not only on-campus, such as with Honors and CWA, but also off-campus such as with local employers looking for online training and NOVA for those unemployed. This requires strategic long-term focus to create quality educational pathways for our Business students and community.

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

The core of this reassigned time proposal is the development of online Business programs, a partnership between our Business department with our Honors program and CWA program. The strategic development of quality online Business programs aligns directly with Cañada’s goals to support Governor Brown’s mission to “increase the availability of online degree programs.” Increasing support and program options for our Honors and CWA students is also a strategic plan for our college.

### **Assessment**

**12. Outcomes**

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

*1. Creation and marketing of at least one online certificate in Business Administration. 2. Development of online Associate’s Degree in Business Administration. 3. Development of marketing materials of Business Honors program. 4. Completion of investigative meetings to discuss possibility of CWA and Business partnership.*

**13. Accountability**

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

*Online degrees will be marketed as offered online in the catalog and class schedule. Online classes will be strategically offered through WebSmart for student enrollment. A new website and printed marketing materials will be available for the Business Honors program. A report to the current Dean and VPI will complete the initial meetings to discuss CWA and Business collaboration.*

<b>Administrative Use Only</b>
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**Dean’s Review:**

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

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

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Dean Signature: LMCabrera 10/16/2017

### **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               |
| <input type="checkbox"/> 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.](#)