

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*) FALL 2016
2. Application Date (*mm/dd/yyyy*) 02/16/2016
3. Author(s) DAVID MECKLER

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.)
FINE AND PERFORMING ARTS COORDINATOR

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

0.2 FTE (3 units) = 7

6. Fall (*FTE*) 3.00 Spring (*FTE*) Total Annual (*FTE*) 3.00
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.)
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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?
 - Fund 1 PT faculty allocation
 - Grant funding, please specify
 - Categorical funding, please specify
 - Other, please specify

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
SEE ATTACHED BELOW
11. Identify how the activities align with the college's strategic plans and initiatives.
SEE ATTACHED BELOW

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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)
SEE ATTACHED BELOW
13. Nature, number and frequency of meeting *(if applicable)* SEE ATTACHED BELOW
14. Number of faculty directly served by this position annually *(if applicable)* 6
15. Number of students directly served by this position annually *(if applicable)* to be determined!

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
SEE ATTACHED BELOW
17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.
see attached below

Administrative Use Only

Dean's Review:

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

Explanation:

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:

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:

Approved Duration of Assignment:

Outcomes and reporting requirements:

Personnel and support request

Release time for a coordinator for the fine and performing arts is requested. This would support the following wide range of activities:

E-portfolios

- e-portfolios leadership
 - MEASURABLE: presentations to at least 4 courses (one from each discipline)
- e-portfolios tech support

Planning

- integrated program review (combining the individual program reviews and assessing program level LOs)
 - MEASURABLE: biennial program assessment
- strategic enrollment planning and promotion
 - connected to curriculum
- diversity and community outreach planning
 - biggest piece – HS, community groups, HS counselors
 - MEASURABLE: attend at least one CSE mtg, attend 4-5 high school/community meetings or events
- instructional equipment and building requirements
 - MEASURABLE: annual equipment request consolidated and presented; AND direct follow-up on response

Administrative coordination

- coordinate activities of the Theater department part-time outreach/publicity hire MEASURABLE: hire is done
- grant writing to support
 - MEASURABLE: identify 5-10 grant opportunities; apply for 3 per semester
 - on-going Theater department part-time publicity hire
 - Arts Honors Seminar ticket subsidies (grant application)
 - MUS 501 series studio instruction (consultation with Skyline; curriculum work)
MEASURABLE: proposal/report to dean; curriculum proposal
- serving as the point-of-contact for coordination with the Stanford Arts Initiative MEASURABLE: 1-2 meetings w/ Stanford, PTK students
- technology support (TracDat, Curricunet, WebAccess, etc.) MEASURABLE: hours logged with colleagues
- new curriculum support (for example, a music ensemble course is only one unit and yet requires far more admin work; a coordinator could make up the slack); not yet measurable until such an ensemble class is offered.
- intern MEASURABLE: number of interns, weekly meetings
- honors program integration
 - arts activities outside the classroom for honors students social bonding MEASURABLE: number of events, number of students involved
 - honors sections and contracts integration across the arts MEASURABLE: meeting attendance, number of students and contract involved

- coordinate arts events for international students MEASURABLE: number of events, number of students involved
- coordinate ENG 100 formal and informal learning communities connected by the arts (creative writing, songwriting, Milestones, dance, studio arts, theater, etc.)
 - MEASURABLE: meet w/ ENG coordinator during semester to plan following semester
- increase coordination with on-campus arts programs not in our division: Dance; Multimedia; Interior design; Fashion; Latin American Latinos/as Studies
 - MEASURABLE: 1 hr mtg within 1st month of each semester; example ask Fashion if a songwriting student could contribute music for the fashion show
- increase arts profile w/ counseling
 - MEASURABLE: 1 hr mtg within 1st month of each semester
- meet with Student Association
 - promote film making to arts students
 - concerts to integrate with curriculum in courses
 - MEASURABLE: 1 hr mtg within 2nd month of each semester, number of events, number of students involved
- attend curriculum committee meetings when arts-related issues are on the agenda
MEASURABLE: meetings attended

Public outreach

- website and social media
 - MEASURABLE: weekly posts and website updates
- theater, gallery, music events promotion
 - MEASURABLE: at least one coordinated document (brochure, flier, posters) per semester
- individual course promotion & recruitment (especially for new classes)
- individual program promotion & recruitment

OTHER MEASURABLE GOALS

To be defined with the deans and arts faculty