

# 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*) Fa 2017
2. Application Date (*mm/dd/yyyy*) 01/26/2017
3. Author(s) Paul Naas

## **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.)*

Department 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) = 7.5 hrs/week or approx~~

6. 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; 2 years

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.

The program coordinator for Digital Art & Animation provides logistical and coordination services for the remainder of the Digital Art & Animation staff and students. Some examples of these services include, but are not limited to, creating course offering schedules for Fall, Spring, and Summer classes; fielding, assessing, and making available as appropriate internship and small-project opportunities for students currently in the program; recruiting and scheduling student lab assistants; arranging guest speakers from industry; seeking out and

## Request for Reassignment Proposal

making available information from online and other sources that augment in-classroom learning; arranging off-site visits and activities (studio visits, industry screenings); software assessment and recommendation; monitoring and determining budget usage; coordination with adjuncts to arrange schedules to avoid conflict with their other commitments; coordination and execution of gallery shows and end of the year screenings; independent promotion of department at trade shows, industry events, and professional organization meetings; maintaining relationships between former students and the department; coordinate student volunteers for on-campus activities outside the scope of the department (providing photographers for events, for instance or poster design for on- and off-campus events); contact point for potential students via email, phone, and personal interview; advising, designing, and approving promotional materials including but not limited to brochures, print advertisements, and time-based media such as theater commercials.

11. Identify how the activities align with the college's strategic plans and initiatives. The Program Coordinator activities outlined in part above are required activities in order for the department to run smoothly and efficiently. Additionally, activities also encourage enrollment in the program for individuals who are not currently students, increasing the college's headcount and FTES numbers. Increases awareness in local industry of our program and the students in it, providing potential opportunities for students to enter the workforce, a stated goal of the workforce programs.

Activities align with College SLOs 1 and 3, Workforce SLOs 1, 2, and 3, and Program SLOs.

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)*  
Contact with potential students via email and phone: 1 hr/wk  
Planning/coordinating events (gallery shows, EoY screening, guest speakers): 1.5hr/wk (average over academic year)  
Coordinating professional opportunities for students: 1 hr/wk  
Software assessment/recommendation: 0.5 hrs/wk  
Alumni outreach: 0.5 hrs/wk  
Coordination and maintenance of student-facing social media presence: 2-3 hrs/wk  
Off-site visits and activities: 0.5 hrs/wk (average over academic year)  
Adjunct coordination and scheduling: 0.5 hrs/wk (average over academic year)  
Other activities as described above: 2 hrs/wk (average over academic year)  
Supervision of labs and student assistants: 2 hrs/wk  
Coordinating Department budget/grants and working with advisory committee: 1 hr/wk

13. Nature, number and frequency of meeting *(if applicable)* N/A

14. Number of faculty directly served by this position annually *(if applicable)* 5

15. Number of students directly served by this position annually *(if applicable)* ~ 200-250

### **Assessment**

16. Outcomes  
*List the outcomes that can be expected upon completion of the term of reassignment. Goal of increase of student headcount of at least 10% at some point during period. Internship and project opportunities for current students. Facilities and equipment are up to date, enabling students to have real-world skills. Promotion of student work achieved through industry contact and venues of display.*

# Request for Reassignment Proposal

*Student exposure to industry professionals through guest speaker and site visit opportunities*

## 17. Accountability

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

*Examples of recording and reporting activities include:*

*Twice-annual on-campus gallery shows.*

*Annual End-of-Year student show.*

*List of off-campus activities attended by students (annual)*

*Social media recording of student activity, supplemental materials, and work opportunities.*

*Student assistant schedules*

*Alumni outreach log (annual)*

*Independent promotion log (annual)*

---

Administrative Use Only

### Dean's Review:

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

Explanation: The Digital Art and Animation program benefits greatly from the leadership of an effective Program Coordinator. The coordinator must maintain ongoing and sustained marketing in order to ensure that the program is reaching and growing its target demographic. Continuous learning of new technologies for coordinators and program faculty must take place so the program is fresh and relevant. Industry partnerships need to be maintained and leveraged to grow the number of student internship and job opportunities.

### 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:

### 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:

### Approved Duration of Assignment:

\_\_\_\_\_

### Outcomes and reporting requirements:

\_\_\_\_\_