



Request for New Reassignment Proposal

Instructions: Complete the following form. Ask your Dean to review and sign. Then your Dean will submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see Reassigned Time Process webpage.

1. Term in which assignment would begin (semester, year): Fall 2020 (or ASAP)
2. Application Date (mm/dd/yyyy): 11/15/19
3. Author(s): Vera Quijano

Overview

4. Position or Project Name

Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.):

KAD Faculty Coordinator

5. Amount of Reassignment & Duration

- a. 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): 0.4 Spring (FTE): 0.4 Total Annual (FTE): 0.8

- b. How many semesters of reassigned time are being requested? Note, if the position is needed after the end of the term, a Renewal Application must be filled out. 2

Justification and Assessment

6. Outcomes & Activities

- a. Please list the core responsibilities and/or outcomes to be performed and calculate the approximate number of hours per week required to perform each (e.g., recruiting = 1hr/week). (1 unit = 2.5 hours per week)

Implement KAD Faculty Coordination Plan while in swing space, and, through transition to new building in shared space (3.0 hrs/week, per each of the 5 = 15.0/hrs/week total):

1. analysis of current KAD program, including research, marketing, outreach, website
2. analysis of current industry trends in fitness, dance, kinesiology, body mind wellness, stress management, etc.
3. evaluation of current course offerings; determination of future course offerings
4. review, redesign of curriculum; review and alignment with sister-colleges curriculum
5. analysis of current faculty wants/needs; identification of faculty recruitment, timeline

- b. Identify how the activities align with the college's Educational Master Plan and/or initiatives (for example, Guided Pathways, CTE, etc). (Please limit response to 250 words).

The following is stated in the KAD Resolution, Clause 1, Administration Response: "Since there are only three full-time faculty members, it is more difficult for faculty to serve on committees." For the past two decades, administration has not prioritized replacing FT KAD faculty retirees. KAD needs a robust faculty body, and an effective coordination plan, to meet the EMP Goal of Student Completion/Success and overall educational goals. Meeting the above "activities" will ensure communication between committee representatives. Ultimately, this will create viable pathways to support student success, retention, KAD degree completion, and transfer.

7. 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.

"Activities" are not related to "APPENDIX D1—DUTIES AND RESPONSIBILITIES OF INSTRUCTORS"

Administrative Use Only

Dean's Review:

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

Explanation:

Dean Signature:

