



RENEWAL Reassigned Time Requests for Faculty Coordinators

Instructions: Complete the following form, ask your Dean to review and sign, and then 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](#).

Provide a brief, but specific, summary of your accomplishments and/or challenges during your term. Limit to 1-2 pages. Additional materials, such as flyers for events, are welcome.

- Preparing this document
- Prepare department class schedule for fall, spring, and summer semesters.
 - First week orientation in all classes taught in the program (Face to face and virtual visits twice a semester).
- Advise and mentor students, new, continuing, and returning, as program requirements change.
 - Meet with new potential students over the phone and in person - past semesters - and disseminate information regarding not only to the program itself but about Cañada College. Advise students on possible careers opportunities
- Building 13 renovation process
 - Attend meetings/revision of proposed plan for the Interior Design classrooms and building in general
 - Preparation for moving out of the building/setting for temporary location
- Coordinate day to day activities of the program (when on campus). Example:
 - Manage and maintain necessary resources for the departmental library.
 - Classroom organization of materials and fabrics
 - Keeps inventory of all hardware, software, supplies, equipment for the program. Assure all equipment in classrooms are up and running—work closely with ITS - 18 ipads, two copier/printers, and classroom/resource room computers.
 - Bulletin boards in our two classrooms.
- Post jobs/internship opportunities
- Display students' work
- Organize and carry out the Interior Design Program Graduation Ceremony each spring (virtual in May, 2021). Example:
 - Coordinate with the student club for room arrangement/food
 - Prepare certificates based on graduate master list provided by school registrar/printing request

- Advertisement/Request location
 - Invitations to local professional organizations and administrators
- Work closely with counselors on program changes, additions, deletions, course substitutions from other colleges, transcript evaluations
 - Evaluate and approve all course substitution requests for ARCH and INTD courses.
- Lead discussions and action on revision of course curricula and possibly expand curricular offerings required since the field is constantly changing, the curriculum needs to change to reflect industry related changes and the two years review cycle policy (done this fall 2020) including the DE addendum.
- Three courses evaluated in fall 19 semester; two years review cycle including DE addendum for the entire program:
 - Keep communication flowing on newly developed courses, course offerings, certificates, etc.
- Keep the certification chart for the program up to date; this is in collaboration with the Division Program Services Coordinator.
- Coordinates Annual Program Plans and Program Reviews
 - Program review coming in 2020/21 (estimated preparation time 2 to 5 hours).
- Actively participate in the hiring and evaluation of all part-time faculty (8), mentor new faculty hires.
 - For the last two semesters holding interviews for hiring part-time faculty due to retirements or full time job positions. This involve active search for qualified individuals to teach our classes.
 - Two part-time faculty evaluations in fall 19 semester.
 - Assist Dean in the hire and evaluation of adjunct faculty
 - Recruiting new part-time faculty (4 new part-time faculty between fall 18 and fall 20). One part-time faculty retired this fall 2020; finding a replacement for spring semester and training another part-timer to teach a newly created course in fall 21
- Chair the department advisory committee (Friday, December 4th, 2020 next meeting), network to attract new members, keep in close contact to keep advisory board active and participatory.
 - Meet with professionals from the industry and reach out to graduates from our program. Five new members since fall 2019 semester, this includes four graduates from this program. Looking for a new member due to a retirement

- Hold departmental meetings at least twice per year with all members to discuss year end progress and set goals for new year. Last meeting August 28th, 2020
- Holding retreats each spring semester. The INTD program has one full time faculty and eight part-time faculty members.
- Networking with the local professionals and professional organization chapters for opportunities for students to obtain internships, great lead to obtain a pool of qualified people that would be interested in teaching part-time, and to show a presence at high schools, community events, etc. to increase enrollment in the programs. Working with the Program Services Coordinator to prepare marketing materials for our program.
- Attend local, regional and national professional design organization meetings, as appropriate.
 - The Interior Design Program has one of the highest number of students taking the internship class college wide. Community and professional outreach and recruitment for potential job and internship placements, donations of materials and other resources to the departments.
- Articulation with the specific programs, faculty, chairs, & deans at San Francisco State University, and San Jose State University, and other 4-year programs in the state with assistance from the Dean.
- Works with College Recruiter to coordinate and participate in on and off campus events through CE events and high school visits. 1st Annual High School and Community Partners breakfast at Cañada College in February/next one will be virtually on November 6th, 2020.
- Supervise special/independent study/projects as required.
 - Two last fall semester/one this fall 2020.
- Work with students that request Credit by Examination
- Advisor for the ASID student club that also has a sub-chapter affiliated to NKBA (National Kitchen and Bath Association), and the newly created IIDA club, the International Interior Design Association. Meetings twice a month.
- Prepare events to celebrate the Interior Design Program 50th Anniversary in 2023.
 - Work on creating a historical archive both digital and hard-copy meeting once a month or as needed

2. Do you think this position should be continued? How would your program be impacted if this position is not continued?

As a Career Education program, there is an uncontestable need to have a full time faculty to oversee and take care of the execution and development of the program. After considering the points expressed above, it is easy to conceive what could happen to the program if the Dean had to take care of all these, plus the tasks of the other ten programs under her supervision.

I strongly believe that this position should be continued.

Administrative Use Only

Dean's Review:

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

Explanation:

Elsa has been doing a fantastic job as INTD Coordinator. When other classes were badly hit with enrollment declines Fall 2020 due to COVID, INTD classes were often full to overflowing. In addition to urging adjuncts to take all the students they could, she provided excellent guidance and assistance to them during this difficult time. The INTD department meetings could be used as "Gold Star Standard" for how to maintain connection virtually. Please support her to keep doing excellent work as INTD Coordinator with this release time renewal.

Dean Signature:

Hyla Lacefield

p.s. There was something odd about the formatting of the form that I could not correct so I am sending it on as-is. Thank you for your consideration.