Fall 2022 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2023, for the Fall 2022 application process.

Current or Proposed Position Name: *

Interior Design Program Coordinator

Author(s): *

Elsa Torres

Is this a campus-wide or program/department position? *

If you're not sure how to answer this question, please refer to the IPC Past & Present Positions website (https://www.canadacollege.edu/ipc/reassignment-archive.php).

○ Campus-Wide Position

⦿ Program/Department Position

Is this a New, Renewal, or Revision Application? *

A New Reassignment Application is for a position that has never been funded by the College before. A Renewal Application is for a position that has been previously funded by the College. A Revision to Existing Position Application can be used to revise a currently held position that is not currently up for renewal.

○ New Reassignment Application

◉ Renewal Application

○ Revision to Existing Position Application

Change to Reassign Time Allocation

Are you requesting more or less reassign time than in the past? *

○ Yes

◉ No

Time Change Explanation

Explain why more or less reassigned time is being requested. *

Revisions to Existing Positions

What revisions do you need to request for your current position? *

Amount of Reassignment & Duration

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 FTE (3 units) = 7.5 hrs/week

Spring (FTE) *

0.2 FTE (3 units) = 7.5 hrs/week

Total Annual (FTE) *

240

How many semesters of reassigned time are being requested? *

Please note, the majority of reassignment positions are filled for two year, or four semester terms. But if you need reassign time for a different amount of time, please select that below

4 (2 years - Most Common) ▼

Position Responsibilities

Instructions for Duties List

-We recommend writing your duties list in a simple bulleted list. To do this in this form, use dashes as bullets, and hit enter to space each list item.

-Next to each duty or responsibility include an amount of reassignment time that will be used for that item. This can be done based on weekly hours, semester hours or a percentage of total time.

-Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/docs/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties.

-If you're submitting a RENEWAL application, please note that you can reference past applications (https://canadacollege.edu/ipc/reassignment-archive.php) for your position and copy and paste that duties list to revise here.

Example Duties List - College-Wide Position

-Promoting a culture of instructional assessment campus-wide by:

--Helping faculty find meaningful results through the effective design and analysis of assessment methods; and

--Offering assistance and training to individuals and departments; and

--Serving as a voting member of IPC; and

--Attending and participating in meetings supporting program review (e.g., PBC Program Review Work Group).

[Approximately 50% of time allocation]

-Facilitating and managing local assessment cycle by:

--Communicating with faculty regularly regarding their assessment plans; and

--Facilitating the implementation of the local assessment cycle college-wide; and

--Managing the assessment cycle process and all materials required; and

--Eliciting feedback and propose changes to cycle.

[Approximately 30% of time allocation]

-Providing the college with assessment expertise by:

--Attending workshops and conferences on assessment best practices and accreditation-related topics; and

--Attending division and/or department meetings; and

--Sharing this expertise via Flex Day, workshops, and the like;.

[Approximately 10% of time allocation]

-Collaborating with Accreditation Liaison Officer and designated work groups/taskforces related to assessment to:

--Contribute to accreditation reports; and

--Ensure assessment work aligns and complies with ACCJC standards and processes.

[Approximately 10% of time allocation]

Example Duties List - Program/Department-Wide Position
Cañada's current ESL department work around AB705 implementation for ESL:

--Align ESL courses with ESL Pathway as it relates to the AB705 mandates
--Create an ESL Pathway that gives the students the tools to succeed and continue pursuing certificates and degrees.
--Review and update ESL Course Outlines and curriculum to make sure that off campus-beginning classes transition to on-campus advanced ESL.
--Work with English Department to connect our Pathway.
[Approximately 30% of time allocation]

--Collaborate with other departments to ensure students are succeeding.
[Approximately 5% of time allocation]

--UC/ CSU GE (Humanities Area) transferability for ESL 400 (although still not TLC)
--Disseminate and share information with ESL Department and Cañada College and the various departments that will be involved in the implementation of this mandate
[Approximately 20% of time allocation]

--District meetings with Vice Chancellor Aaron McVean to discuss action plan
--Biweekly meetings with ESL faculty at CSM and Skyline
[Approximately 20% of time allocation]

Additional work for Spring 2020:
[Approximately 25% of time allocation]

--Continued work on placement of students using multiple measures or other approved placement methods (without high school transcripts, which are rarely available for our students; all 3 ESL departments are advocating for a placement test)
--Regular meetings with PRIE to inform gathering student info and data
--Coding ESL courses (CB21 coding)
--Aligning CB21 coding with adult schools
--Creating an action plan
--Collaboration across campus to implement new procedures and policies for Fall 2020

Guided by the format of the examples above, please provide a comprehensive list of all duties or responsibilities of this position. *

Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties. Also, please note that this list is meant to be a general overview of the responsibility of this position, and it is not meant to be a daily plan of all work.

- Preparing this document
- Prepare draft department class schedule for fall, spring, and summer semesters.
o   Coordinate schedules and speak personally with industry expert adjunct faculty to confirm their class schedules. Most adjuncts are FT at their 'day job' in the industry, so we have to balance their schedule availability with student need. Normally, this is a dean's position, but the dean is not an industry expert themselves and so need a SME (Subject Matter Expert) to help with adjunct wrangling.
o   Review and support pedagogical matters with adjuncts who are SME but may not have as much experience in education.
- Help with Online pedagogy
- Help with multi-modal instructional methods
- Help with support for students in adjunct classes who need additional help/guidance
o   Visit all classes taught in the program in the first two weeks of the semester to welcome students, to talk about the program, and to offer support and orientation (Face to face and virtual visits twice a semester).
- Advise and mentor students, new, continuing, and returning, as program requirements change.
o   Meet with new and potential students over the phone (this is also conducted during vacation, weekends, and break time) and in person and disseminate information regarding not only to the program itself but also about Cañada College. Advise students on possible careers opportunities.
- Building 13 renovation process
o   Attend meetings/revision of proposed plan for the Interior Design classrooms and building in general.
o   Preparation for moving into the building/keeping the temporary location. We have spent many days and hours sorting/packing/labeling/ all the resources in our library.
o   Once Building 13 is up, there will still be a number of aspects of the rooms and layout that will need to be refined and adjusted to make sure that the instructional spaces meet all instructional needs.
- Coordinate day to day activities of the program (when on campus-twice a week). Example:
o   Manage and maintain necessary resources for the departmental library.
o   Classroom organization of materials and fabrics.
o   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 iPad, two copier/printers, and classroom/resource room computers.
o   Bulletin boards in our two classrooms: update student display work and keep current.
- Post jobs / internship opportunities
- Displaying students' work
- Organize and carry out the Interior Design Program Graduation Ceremony each spring (Virtual in May 2021, hybrid in May 2022). Example:
o   Coordinate with the student club for room arrangement/food.
o   Advertisement | Request location
o   Invitations to local professional organizations and administrators

- •   Work closely with counselors on program changes, additions, deletions, course substitutions from other colleges, transcript evaluations
- o   Evaluate and approve all course substitution requests for ARCH and INTD courses.
- •   Lead discussions and action on revision of course curricula and possibly expand and adjust 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 (in progress this fall 2022) including the DE addendum.
- o   Keep communication flowing on newly developed courses, course offerings, certificates, etc.
- •   Keep the certification chart for the program up to date and posted online; this is a collaboration with the Program Services Coordinator.
- •   Coordinates Annual Program Plans and Program Reviews
- o   Program review coming soon (estimated preparation time 5 hours).
- •   Actively participate in the hiring and evaluation of all part-time faculty (6). Mentor new faculty hires.
- o   For the last two semesters holding interviews for hiring part-time faculty due to retirements or full-time job positions. This involves active search for qualified individuals to teach our classes.
- o   Two part-time faculty evaluations in fall 2022 and spring 2023 semesters.
- o   Assist Dean in the hire and evaluation of adjunct faculty.
- o   Recruiting new part-time faculty (4 new part-time faculty between fall 18 and fall 20). One part-time faculty retired this fall 2022; finding a replacement for spring semester and training another part-timer to teach a course in fall 23.
- •   Chair the department advisory committee (last spring semester; next meeting in spring semester 2023), network to attract new members (searching for two new members), keep advisory board active and participatory.
- •   Hold departmental meetings at least twice per year with all faculty members to discuss year end progress and set goals for new year (Last meeting spring 2022).
- •   Holding retreats each spring semester. The INTD program has one full time faculty and six 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.
- o   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 department.
- •   Articulation with the specific programs, faculty, chairs, and deans at San Francisco State University, and San Jose State University, and other 4-year programs in the state with assistance from the Dean.
- •   Work with College Recruiter to coordinate and participate in on and off campus events through CE events and high school visits.
- •   Supervise special/independent study/projects as required.
- o   Two last spring semester 2022
- •   Work with students that request Credit by Examination (one during summer 2022 recess).
- •   Advisor for the ASID student club that includes that also has a sub-chapter affiliated to NKBA (National Kitchen and Bath Association), and the IIDA club, the International Interior Design Association. Meetings twice a month, regularly meeting with the club co-presidents.
- •   Prepare events to celebrate the Interior Design Program 50th Anniversary in 2023.

o   Work on creating a historical archive both digital and hard-copy meeting once a month or as needed.

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.

Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position. Check all that apply. *

For more information about the Education Master Plan (EMP), please refer to the Cañada College Collaborates website (https://canadacollege.edu/prie/canada-collaborates.php).

- [ ] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #1 (Make Registration Easier)

- [ ] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #2 (Connect Students to the Academic Program(s) and Classes They Need)

- [x] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #3 (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)

- [ ] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #4 (Improve the Financial Stability of Students)

- [x] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #1 (Support innovative teaching that creates more equitable and antiracist learning environments)

- [x] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #2 (Create and sustain an inclusive, antiracist, and equity-minded campus culture)

- [ ] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #3 (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)

- [ ] EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and find employment in fields of their choice)

- [x] EMP Goal #3: Community Connections - Strategic Initiative #5 (Help meet the basic needs of Cañada students and other community members)

- [ ] EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #1 (Ensure the physical campus is accessible)

- [x] EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #2 (Provide adequate access to technology)

☑ EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #3 (Manage resources effectively)

Final Questions

How would your program be impacted if this position is not funded? *

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.

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

Award winning students at national level (second place National Kitchen Bath Association) and local professional chapters (ASID-American Society of Interior Designers)

Please enter the name of your Dean or VP who we can contact for approval of this application.   *

Hyla Lacefield

This form was created inside of Skyline, Cañada and College of San Mateo.

Google Forms

Reassignment Application Final Recommendation Form

Be sure to fill this form out for each of the applications received for the departments and/or programs that you supervise. Your feedback will be attached to the corresponding application, which will then be will be shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) *

Interior Design Program Coordinator

Supervisor's Final Recommendation *

- 🔘 Fully Support Application
- ◯ Support with Reservation
- ◯ Do Not Support (Explanation Required)

Comment or Explanation:

The Interior Design department has seen unprecedented growth at a time most other programs are struggling with enrollment. Part of this is due to Elsa's strong leadership and good relationship with her faculty, and all of their willingness to jump in to online and multi-modal offerings to suit student need. Running the Interior Design department is a challenging job, but Elsa always approaches it with good cheer, a strong ability to get things done, and overflowing creativity when it comes to problem-solving. She is proactive and hard-working and it is thanks to her dedication that the department has seen such great success during the COVID years and beyond. Please support this position.

Signature *

Enter your name below as your signature.

Hyla Lacefield