Fall 2023 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2024, for the Fall 2023 application process.

Email *

naasp@smccd.edu

Current or Proposed Position Name: *

Program Coordinator, Digital Art & Animation

Author(s): *

Paul Naas

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

Spring (FTE) *

0.2

Total Annual (FTE) *

0.4

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

8 (4 years)   ▼

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.

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;

*Maintaining industry relationships to attract and recruit qualified industry professionals to teach as
adjuncts;

*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 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 film screenings (both the Animation Show of Shows
and the end of the year Student Show);

*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 (for
example, providing photographers for events, 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 and internet advertising.

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)

- ☑ 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)

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

- ☑ 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)

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

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

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

- ☐ 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)

- ☑ 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? *

Frankly, all of the additional work described above would cease completely if release time for program
coordination is not granted. Reassign time of 0.2 is barely sufficient to accommodate all of these
activities as it is; trying to accomplish them while teaching a full load would be impossible.

All of the activities delineated previously are vital to the Digital Art & Animation department's ongoing
effort to attract and retain students and develop awareness of our program in industry, nurturing those
professional relationships the department already enjoys and expand them into other companies and
fields.

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.

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

The Digital Art & Animation department has much to be proud of. Our students go on to careers at studios and game companies as diverse as Disney TV Animation, DreamWorks, Agora Studios, Zynga Games, Sony Interactive, Santa Monica Studios, and more. The list goes on.

Alumni have also forged unusual paths for themselves. For example, one alumus has created a successful YouTube channel where he provides training in 3D, Photoshop, portfolio creation, and more. Other alumni have started their own successful studios or pursued careers in non-traditional areas, like accident recreation videos.

Our alumni and former faculty stay in touch with us, keeping us up to date on their further education, their career progress and, in the case of faculty, serving on our advisory board or visiting as guest speakers to inspire and motivate our current students.

We have also created relationships with major studios like Nickelodeon and Disney, connecting with their internship and outreach people through Zoom calls and in-person contact at industry trade shows.

None of this would be possible were it not for the reassign time the department receives

And on that note: the kinds of tasks described previously have been a feature of program coordination in the Digital Art & Animation department since I started here as a full-time faculty member. If the department is to continue to grow and thrive, these tasks and others will continue to need to be done into the foreseeable future.

It would make things a little bit easier if the release time grant was for the maximum of 8 semesters (4 years) rather than the 2-year grants that have typically been the case. Since the work of the Program Coordinator is a demonstrated need for this department, it makes sense to provide the maximum allowable reassign time period so the Coordinator can focus on the tasks described in this reassign time request.

Thank you.

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

Dean Hyla Lacefield

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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) *

Program Coordinator, Digital Art & Animation

Supervisor's Final Recommendation *

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

Comment or Explanation:

As with all of the CTE coordinator positions, this release time is absolutely vital to the program. CTE coordinators must do a number of tasks that are necessary to the vitality of the program, but also need to be done by someone with intimate knowledge of both the program and industry. I will always and forever support these positions. Without them, you would burn through BDW Deans even faster as CTE has so many additional requirements and needs than other academic areas.

Signature *

Enter your name below as your signature.

Hyla Lacefield

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