

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.

1. **Term in which assignment would begin (*semester, year*):** Spring 2019
2. **Application Date (*mm/dd/yyyy*):** September, 2018
3. **Author(s):** Ronda Chaney

Overview

4. **Type of Request:**

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment

5. **Position or Project Name:**

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

6. **Amount of Reassignment**

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) .20 Spring (FTE) .20 Total Annual (FTE) .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.*)

Fall, 2020

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.

Justification

9. **Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. (1 unit = 2.5 hours per week)**

1. Attending many professional meetings which brings in lots of students who are retraining 2. Arranging guest speakers and field trips -- 1 hr/wk 3. Working with teachers for updating SLO's results -- several hrs/semester 4. Developing new curriculum such as Study Abroad class - many hrs 5. Student advising -- 2 hrs/wk 6. Developing schedules for each semester. 6. Outreach & articulation with other schools -- 1hr/wk 7. Partnerships with apparel industry & advisory committee -- 1 hr/wk 8. Coordinating assistants/faculty -- several hrs/wk 9. Updating curriculum for the 36 classes in the Fashion Program - several hrs/semester 10. Coordinating special activities such as Artistry in Fashion, Student Fashion Show, Awards Ceremony,

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Curriculum Lunches, Design Contests, Advisory Board Meetings -- 3 hrs/wk 11. Supervised student labs -- 5 hrs/wk 12. Meeting with prospective new students. 13. Promoting the Fashion Program to fill classes. ---SEE ATTACHED JOURNAL OF SOME OF THE COORDINATING TASKS.

10. 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.

11. Identify how the activities align with the college's strategic plans and initiatives. (Please limit response to 250 words).

Equipping students with the knowledge for jobs or transfer. Encouraging completion of degrees/certificates, Many of the above mentioned activities work toward community connections, Continually working on recruitment and retention.

Assessment

12. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment. (Please limit response to 250 words)

1. Continued successful relations with the SF Apparel Industry. 2. For the fashion program to have all classes filled, and students working toward completion. 3. For the classes and special events to run smoothly. 4. The building of community throughout the Fashion Program and the College campus. 5. Students will be prepared for transfer or jobs in the fashion field.

13. Accountability

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

BiAnnual Review, Dean's evaluation, Vice President of Instruction's evaluation. I will keep a journal of many of the coordinating tasks.

Administrative Use Only

Dean's Review:

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

Explanation: [Click here to enter text.](#)

Dean Signature:  _____

10/1/2019

VPI Action:

- Approve request as submitted
 Approve request but with less time than requested
 Deny request with recommendation to revise
 Deny request (explanation required)

Explanation: [Click here to enter text.](#)

VPI Signature: _____

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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: [Click here to enter text.](#)

Approved Duration of Assignment: [Click here to enter text.](#)

Outcomes and reporting requirements: [Click here to enter text.](#)

RECORD OF SOME OF THE HOURS COORDINATING THE FASHION PROGRAM

2017

- 1/1 -1/13 (semester break) 4 hrs answering emails for upcoming semester
- 1/18 Student advising
- 1/21 2 hrs Designer sale meeting
- 1/23 3 hrs Prep for designer sale
- 1/24 12 hrs Artistry in Fashion meeting
- 2/11 2 hrs Curriculum party planning & student advising
- 2/21 3 hrs professional organization meeting
- 2/22 5 hours professional meeting – class recruitment
- 2/27 1 hr meeting with assistants & community members about possible work together
- 2/31 1 hr working on summer & fall class scheduling
- 3/12 3 hr professional organization promotion for classes
- 3/17 3 hr professional organization “ “ “
- 3/18 1 hr interviewing new hire for Fashion Program
- 3/19-3/21 3 day Professional Retreat
- 4/1 1 hr interviewing new hire “ “
- 4/5 1 hr meeting with Workforce Director
- 4/15 2 hrs interviewing new hires for Fashion Program
- 4/18 1 hr prep for advisory board meeting
- 4/25 2 hr advisory board meeting
- 5/1 2 hr training new hire
- 5/4 2 hrs Putting on celebration for grads and scholarship winner.
- 5/5 1 hr meeting with prospective student
- 5/10 2 hrs meeting with staff
- 5/28 1 hour meeting with dean about scheduling/personnel
- 5/28 1 hour planning department meeting
- 5/28 30 minutes on Artistry in Fashion
- 7/14 3 hours met with potential new students
- 8/4 3 hours Curricu Net – work on 36 courses
- 8/5 4 hours Curricu Net
- 8/6 2 hours met with potential new students

8/6 3 hours Curricu Net

8/8 4 hours Professional organization meeting to promote program

8/17 2 hours Chaired Dept Meeting

8/20 1 hour Meeting with Dean

8/24 2 hours Meeting with assistants

8/26 2 hours Meeting for Artistry in Fashion

9/1 3 hours professional organization to promote Artistry in Fashion

9/5 1 hour Delivery promotional material to promote Artistry

9/8 2 hours meeting with assistants

9/10 4 hours Professional organization in SF

9/11 1 hour Curriculum committee to defend courses

9/13 1 hour meeting with high school teachers

9/15 1 hour Artistry in Fashion meeting with Facilities

9/17 2 hours Assistants meeting – Artistry in Fashion

9/18 2 hours Professional organization

9/25 8 hours Artistry in Fashion Prep & set-up

9/26 14 hours Artistry in Fashion

9/28 3 hours Curricu Net

10/1 2 hours Curricu Net

10/2 2 hours Curricu Net

10/5 1 hours meeting with facilities about Artistry

10/6 4 hours Professional Organization

10/7 3 hours Luncheon for 75 students to promote next semester – Curriculum Party

10/9 3 hours Curricu Net

10/16 3 hours Professional organization

10/16 1 hours curriculum work

10/19 1 hour contacting Advisory Board members

10/20 1 hour working Advisory Board agenda

10/21 1 hour Meeting with dean about personnel – teachers needing replacing

10/23 1 hour clarifying situation with instructor about her on-line class

11/5 1 hr discussion with instructors about upcoming semester

11/11 1 hr emailing/calling for advisory board meeting

11/16 1 hr plans for assistants & discussion with dean about Perkins Grant

11/30 3 hr Advisory board meeting
12/1 2 hr Meeting with prospective students
12/3 1 hr Advising students for next semester
12/7 1 hr “ “ “ “
12/8 2 hr Working on promotional materials to increase enrollment
12/11 1 hr writing letters of recommendation for student scholarships
12/12 – 12/31 Work for curriculum development for Italian Fashion course

2018

1/4 1 hr delivering flyers to promote all the classes
1/6 1 hr delivering flyers to promote classes
1/11 3 hrs cleaning department
1/13 2 hr meeting with prospective students
1/18 2 hr meeting with instructors
1/19 2 hr meeting with assistants
1/20 2 hr advising students for enrollment
1/25 2 hr writing recommendation letter for students to receive scholarships
2/1 2 hr writing recommendation letters for student scholarships
2/2 3 hrs professional meeting away from campus
2/10 1 hr writing recommendation letters for student scholarships
2/15 2 hrs assistants meeting
2/16 2 hr meeting with faculty
2/19 3 hrs professional meeting away from campus
2/22-2/23 2 days Professional conference in Sacramento
3/1 3 hrs professional meeting away from campus
3/3 1 hr scholarship reviews
3/5 2 hrs scholarship reviews
3/7 1 hr organizing curriculum party
3/7 2 hrs recruiting speakers for special events in the department
3/8-3/10 3 days Professional Retreat
3/11 1 hr meeting with new program counselors
3/16 2 hrs curriculum lunch with meetings with students
4/4 2 hrs assistants meeting

4/15 2 hrs professional meeting

4/20 1 hr meeting with high school teacher & 5 students

4/25 3 hrs advisory board meeting

4/23 2 hr attending professional meeting & meeting with prospective students

5/2 3 hrs professional meeting

5/5 3 hrs putting on graduation celebration for fashion students

5/9 1 hr Student advising for upcoming classes

5/16 1 hr Meeting w/prospective student

5/20 3 hrs Professional organization

5/26 1 hr Prospective student meeting

5/27 2 hr Curriculum meeting presenting our courses

6/10 2 hrs distributed class flyers – stores & libraries

7/10 3 hrs Professional organization meeting

7/15 3 hrs Professional organization meeting

7/18 1 hr meet a prospective student

7/26 1 hr meet w/ prospective students

8/2 3 hrs professional organization

8/3 1 hr distributed class flyers – stores

5 hours Several emails per week about jobs & internships – post on bulletin boards

5 hours Several emails each week for Artistry in Fashion which promotes program & is a fund raiser

8/15 1 hr meeting about Artistry in Fashion

8/19 3 hrs professional organization – program promotion

8/22-8/26 Several hours assisting students with course scheduling

8/26 2 hrs meeting with faculty & staff

9/8 3 hrs professional “ “ “

9/7 2 hrs Artistry in Fashion meeting

9/14 2 hrs meeting with facilities & security about Artistry

9/16 3 hrs professional organization “ “

On-going – answering emails related to connecting the Fashion Program with requests from the community – seeking interns, employees, questions about the program, wanting to coordinate community activities with our students, etc, etc