

Yolanda Emerson

From: Renee Gallegos
Sent: Tuesday, February 15, 2011 12:06 PM
To: AAA--Full Time Faculty
Cc: Ted Martinez, Jr.; Paul Parnell; Henry Gee; Teresa Dreyfuss; Yolanda Emerson; Shari Magnus
Subject: Release Time Recruiting for Basic Skills Ldr Academy & SLOs for 11 12 21511 FINAL
Attachments: Release Time Recruiting for Basic Skills Ldr Academy & SLOs for 11 12 21511 FINAL.doc

Greetings all Full-Time Faculty - Attached is a memo for some release time opportunities.

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ACADEMIC AFFAIRS

February 15, 2011

TO: All Full -Time Faculty

FROM: Paul Parnell

SUBJECT: AVAILABLE RELEASE TIME COORDINATOR POSITIONS

The District release time initiatives for faculty are available to support the Leadership Academy and Student Learning Outcomes (SLO's) for 2011-2012. The Basic Skills Coordinator position will be for the remainder of 2010-2011 and 2011-2012.

- Leadership Academy – 20% release time
- Student Learning Outcome (SLO) Coordinator - 40% release time
- Basic Skills Coordinator - 100% release time

Leadership Academy Coordinator 20% release time beginning Fall

2011 - Job duties include, but are not limited to, planning, organizing, and hosting calendar of retreats, workshops and activities to address both Academy components and goals and needs of cohort participants; working with the subcommittee to research and compile readings and other materials to support Academy components and goals appropriate to cross-section of cohort participants; monitoring the Leadership Academy Participant Contract; chairing twice-monthly Leadership Academy subcommittee meetings, beginning in the Summer of 2011, to continually assess and improve the Academy program; maintaining a master calendar of Leadership Academy workshops and disseminating any revisions to members of the cohort and subcommittee in a timely manner; establishing calendar of subcommittee meetings at the beginning of each semester; coordinating the creation of agendas and minutes for subcommittee meetings and ensuring their timely distribution; recruiting participants for the following year's academy; providing periodic updates to all appropriate constituency groups and committees; coordinating the dissemination of materials through Blackboard between sessions; coordinating evaluation of workshops, retreats, activities and make recommendations for improvements for the following year; commitment to attending and participating in cohort activities during the two-day retreat in August plus nine monthly workshops held on Fridays.

Student Learning Outcome Coordinator 40% release time beginning Fall 2011 - Job duties include, but are not limited to, working with discipline faculty to develop student learning outcomes at the course, program, degree and institutional levels. The Coordinator serves on the Student Learning Outcomes Committee. The Coordinator of Student Learning Outcomes serves as a resource person to develop institutional-wide Student learning outcomes for the AA and AS degrees. This position reports directly to the Vice President of Academic Affairs.

Basic Skills Coordinator 100% - Through the provision of Basic Skills Initiative state categorical funding, the District has developed a 100% release time position for a full-time faculty member to provide direct coordination, leadership, and on-going development of the Rio Hondo College Basic Skills Action Plan. This includes current basic skills projects as well as new endeavors determined in collaboration with the Basic Skills Committee, basic skills area faculty, and other campus stakeholders. This position will begin as soon as possible and will work under the direction of the Assistant Dean of Student Success and Retention.

Method of Application -The Office of Human Resources will be accepting letters of interest until **Friday, February 25, 2011** with interviews to follow. A committee will be formed to interview all qualified candidates as soon as possible following the deadline. Faculty may apply for one or more of the above positions.