

Sabbatical Proposal for Academic Year 2019-2020

Submitted by Maria Pinto-Casillas

1. Statement of Purpose

My proposal for a sabbatical is to explore what and how other California Community Colleges are doing with the *Business Information Worker (BIW) pathway*. After conducting research and gathering the information to analyze, our Administrative Assistant program would be reworked taking into account best practices from the information collected.

The information received via emails from the Information and Communication Technologies & Digital Media, Doing What MATTERS for Jobs and the Economy, California Community Colleges office, on the BIW pathway is that it is an in demand occupation with colleges running successful programs. Our Administrative Assistant program, which is equivalent to the BIW, is not at the desired enrollment level. Enrollment has been declining over the past decade. Yet, the BIW is considered an in demand occupation and promoted by the state as a Pathway to Success program. I'd like to see how other colleges are doing with their BIW programs. Is the program called BIW or something else? (BIW is a state issued name but not all colleges are using it). Do they offer it as a proficiency award or a certificate of achievement? Is enrollment healthy? If yes, how do they accomplish this? Do they work with the high school to recruit students? What resources do they use on campus as well as from the community to recruit students? Are the typical three unit courses broken into smaller, one unit courses that are sequential, and, maybe, more palatable? How can we keep enrollment and textbook expenses down? What are the success and retention rates? How involved is the school in job placement at the completion of the program?

My time on sabbatical leave would also include exploring the Google Applied Digital Skills pilot launched this semester by the above mentioned State office and Google. If the demand from students is there, incorporating Google Docs into the current curricula or developing new courses using Google's free technology tools would be highly considered

During the sabbatical I would write new or update current course outlines and present to the Curriculum Committee a revised Administrative Assistant certificate of achievement and Office Technologies proficiency award program, which is our version of the Business Information Worker

2. Rationale

a. Professional Development

Carefully studying and analyzing other colleges' programs is a form of professional development. Learning from what others do and how they do it and how successful they are at it provides one with knowledge to then develop similar, if not the same, courses and programs at our campus. Faculty greatly benefit from sabbaticals to pursue and focus on growth and expansion.

b. Value to Students

An updated, well-researched and developed program would provide our students with the best model for a comprehensive and successful skills training option. Providing new and updated curricula in a variety of technological and soft skills modules translates to better and more comprehensively office trained students.

c. Value to Department or Discipline

The revamping of the Administrative Assistant program would greatly enhance and supplement our Career and Technical Education courses, specifically our Computer Applications and Office Technologies offerings. The department would be including exciting new updates reflective of popular new technology and course format offerings. Keeping up with technology and trends is essential for CAOT and CIS.

d. Value to College and/or District

The College and the District would be offering a well-researched program that would appeal to our county residents interested in occupational training. Community colleges have the responsibility to provide a variety of courses, programs and instructional delivery modes.

e. Value to Community

The local community would be provided with newly updated courses and programs to choose from allowing for office training in a model that is most appealing and effective to our community members.

3. Implementation

a. Implementation Procedure

1. Identify colleges across the state that offer the BIW
2. Identify lead faculty at those colleges to interview, including faculty using Google Docs

3. Visit colleges and/or speak via telephone or video chat with lead faculty to ask questions
4. Gather and analyze information from various colleges
5. Share information with our department for discussion and approval
6. Begin the redesign of our program by updating and/or writing new course outlines
7. Present new or revised course outlines and new or revised program to our Curriculum Committee
8. Start offering courses per revised program

b. Projected Results

The projected results would be an updated, modernized program with increased enrollment rates reflective of the days when the office training courses were popular among students. Maybe with a new structure, students would see the value in learning the skills they think they have, but really do not, to become employed and to succeed in a professional office environment.

c. Reporting Methods

The reporting method would include presenting the information collected and the proposed program redesign for approval to the Business Information Department and to the Curriculum Committee.

d. Timeline Estimate

Ideally, I would prefer to be on sabbatical fall 2019 so that the curriculum changes and the revised program could become available to our students as early as fall 2020.

With either spring or fall semester sabbatical; leave, I would **follow the Curriculum Committee schedule to meet the course outline submittal deadline for the semester.**

My timeline would be sequenced as follows:

- Conduct research by visiting colleges and talking to faculty about their BIW programs
- Analyze information collected
- Develop new or update course outlines
- Present to department redesigned programs (Office Technologies and Administrative Assistant)
- Submit courses and program to Curriculum Committee for approval

- Be ready to start teaching updated, new courses by creating course content following approved course outlines standards.

4. Past Contributions

a) Department/Discipline

Currently, I'm co-chair of the Business Information Department. I've been department chair three times during my employment at Oxnard College. My contributions as an active faculty department member includes sitting on a number of hiring and tenure review committees within CTE. This semester, I'm serving on two Tenure Review Committees, and I'm the co-chair of one of them. I've always been an active participant in meetings and in department decisions. I regularly update and modify the Administrative Assistant, Office Technologies Program in an effort to offer our students current and comprehensive entry-level office training.

b) College/District

In 2009 I served as Academic Senate Secretary. Back in 1995, I served as Classified Senate Secretary. I've co-chaired a hiring committee and participated as a regular member in other hiring committees. I serve in two tenure review committees presently. I've been a member of a variety of shared governance committees throughout my career at Oxnard College, and I help out as I can, such as, supporting by attending the Lecture's Series, being a judge for the Speech Tournament, volunteering for youth conferences held in the past, representing our college at career fairs and the Latino Business Expo, among other community events. Whenever there have been District in-service activities and trainings, I've participated as my teaching schedule has allowed.

c) Community

I regularly represent Oxnard College as a proud faculty member at community events, such as, the Latino Business Expo, the Rebozo Festival (member of the organizing committee for seven years), Oxnard Police Activities League fundraisers, CAUSE events and many others. These events have been opportunities to network with the community and college supporters and to identify prospective Oxnard College students. Additionally, for the past two years, I have served as an active member of the Oxnard Monday Club--the Oxnard Monday Club is a non-profit organization dedicated to enhancing the quality of life in our community through volunteerism and partnerships with other organizations.

5. Scholarly Achievements

My initial hire at Oxnard College was in 1992 as classified staff in the Counseling Department. In 1995 I was hired as a full-time tenure track faculty member to teach in the Office Occupations Preparation Program in the Career and Technical Education Division. When I started working at Oxnard College, I was also an enrolled student at this college, but since then, I have not only completed an A.S. and B.S., but also a Master's in Business Organizational Management. Although faculty in occupational disciplines do not require a bachelor's nor master's degree, I felt compelled to reach the master's level to better represent Oxnard College faculty and to be a role model to the students I serve. I regularly register for webinars and attend conferences as my teaching schedule permits to stay abreast of changes and new technologies in my field.

6. Length of Service & Past Sabbaticals Awarded, if any

My service at Oxnard College includes 26 years of employment—in 1992 I was hired as classified staff, 1995 as full-time faculty. I was awarded a sabbatical in 2001-2002 and spring of 2012.