

## Limited-duration Grant-funded Special Assignments

Form Submitted by: Victor Tam and Roam Romagnoli

Date: 02/18/2026

Department/Office: Academic Affairs/STEAM/L/ Grant Duration: From Fall 2023

To Fall 2026

Project Title SRJC Bridge Pre-Calculus Workshop 2026

Project Description (Add pages, if needed)

In Fall 2023, the CCCCCO provided all community colleges funding to support further implementation of equitable placement and completion for students in gateway Math, English, and EMLS courses. Based on the work and recommendation of faculty members engaged in this work, in Summer 2025, SRJC offered a “summer bridge” program that addressed aspects of college preparation in these subjects. One component of the program (SRJC Bridge) was preparatory workshops that enhance critical skills needed for success in transfer-level math courses.

This project will again fund a faculty member to implement a pre-calculus workshop for students pursuing a STEM pathway, building on the work from a previously approved special assignment from Summer 2025. This faculty member will develop and teach a workshop to enhance critical skills needed to be successful in Math 25 and Math 58 (Precalculus Algebra and Precalculus Trigonometry).

This workshop will be offered for the 8-week duration of the SRJC Bridge program, daily, for 2 hours per day, 4 days per week, in Summer 2026. Therefore, each workshop will run a total of 64 hours.

(Although not providing funding for this special assignment, SRJC Bridge is co-sponsored by the HSI STEM Avanzando Initiative who will be supporting instructional aides to provide tutorial services to students taking the workshop. Additionally, MESA will be providing funding to support tutorial support and free lunches to participating students).

Compensation Structure (Add pages, if needed)

The faculty member will be compensated for work in the following manner:

- 64 hours spent in workshop instruction (Summer 2026)
- 64 hours for workshop preparation and planning (Spring and Summer 2026) [cont. in attachment]

Selection Process (Add pages, if needed)

A call out will be sent to all contract and associate faculty members in the Mathematics Department and College Skills Department who have a background in mathematics. Interested faculty members will submit a letter of interest to the Dean of STEAM and Dean of LAAF. [continued in attachment]

Received by AFA: KFT/ss

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**Date:** February 18, 2026

**Department/Office:** Academic Affairs/STEAM Cluster/LAAF Cluster

**Grant Duration:** Fall 2023 to Spring 2026

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### **Project Description**

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### **Compensation Structure**

The faculty member will be compensated for work in the following manner:

- 64 hours spent in workshop instruction (Summer 2026)
- 64 hours for workshop preparation and planning (Spring and Summer 2026)
- Up to 15 hours for optional meetings and events with support staff and managers from Avanzando, MESA, Math, English, EMLS, Counseling, and high school partners

to plan and support SRJC Bridge and early alert activities. (Spring and Summer 2026)

**Total hours: 143 hours per faculty member**

Faculty members will be paid at base hourly rate and required to complete timesheets and time and effort forms for their hourly work for Payroll and grant tracking purposes.

Once selection of the workshop faculty member is complete, preparatory work will begin in the Spring 2026 semester and continue through Summer 2026. Workshops are scheduled to take place from June 15 through August 11 (paralleling SRJC's 8-week summer session).

If additional hours for preparatory work are needed during the planning process, this change will be brought forward to be discussed between the District and AFA.

**Selection Process**

A call out will be sent to all contract and associate faculty members in the Mathematics Department and College Skills Department who have a background in mathematics. Interested faculty members will submit a letter of interest to the Dean of STEAM and Dean of LAAF. Letters of interest will be assessed based on an instructor's experience in creating and implementing supportive curriculum for students in math classes. The faculty member will be selected by a committee composed of the Dean of STEAM, Dean of LAAF, College Skills Department Chair, and Mathematics Department Chair. The call out will permit splitting a workshop between two faculty members (e.g., 4 weeks and 4 weeks) and compensation will be divided accordingly.

**Termination Clause**

If the District determines that the faculty member is not meeting the expectations and duties of the role, the District reserves the right to terminate the special assignment at its discretion, with the instructor paid pro rata for hours worked on authorized duties. The special assignment can also be terminated if funding constraints warrant so, at the discretion of the District.