Functions:
Academic Master Plans
Chief Instructional Officer (State Reporting)
College Coordinator for Reassigned Time
Curriculum Articulation within District (JCAC)
Curriculum Oversight (new program development & revision in conjunction with deans)
Educational Policies and Procedures
Faculty Staffing Recommendations (through deans)
Faculty (reporting through chairs/coordinators and deans)
New Full-time Faculty Orientation
Coordination of Prerequisite enforcement (co-responsibility with VP Student Services)
Oversight and Approval of College Class Schedule, Catalog
Tutoring (reporting through LTR Dean)
Instruction Budget Development
Faculty Collective Bargaining/Administrative Representative
Oversight of Faculty Evaluation (through deans)
Instructional Operations: rooms, class schedule, catalog, curriculum, enrollment data
Monitor educational Policy/Procedure Compliance
Student learning objectives
Accreditation
Adjunct Faculty Professional Development

Committee Responsibilities:
Enrollment Strategies Committee - chair
Instruction Administrative Council - chair
Curriculum - co-chair with faculty
Program Review - co-chair

DEAN, LEARNING & TECHNOLOGY RESOURCES

Functions:
Manager, evaluate, coordinate and direct all departments in the Division of Learning Resources: The Library; Instructional Media Services; Graphics; Photography; Word Processing
Supervise Center for the Advancement of Teaching and Learning
Supervise, coordinate, and facilitate the work of classified and faculty staff members: Hire/select, train, supervise, assign and evaluate
Responsible for the areas of the Learning and Technology Resources Center Building containing Division of Learning Resources departments as well as all common areas
Establish overall objectives and plans for the Division of Learning and Technology Resources program
Utilize the resources available to maintain, improve and update the technology and service provided
Prepare, monitor and adjust budgets
Serve on district and college committees
Technology Planning
Instructional Computing Services
Distance Education support
Technology Mall, including Instructional Computing Services and Tutoring Supervision. Technology support to discipline specific computer assisted learning labs
Timeline for Faculty Evaluations
Standing Committee Responsibility: Division Council

Common Division Dean Functions*:
Planning: Development, Revision
Faculty, Classified Staffing: Proposal Development, Recruitment, Selection, Orientation, Assignment, Supervision, Evaluation
Budget: Development, Administration
Curriculum: Development, Revision, Articulation with K-12 and university
Class Schedule: Development and Administration
External Resource Development
Discipline Labs/Centers Supervision
Distance Education
*With chairs, faculty, and subordinate administrators, as appropriate