

Vice President, Academic Affairs

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 Assoc. 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
Instructional Services/Evening
Adjunct Faculty Professional Development.

Committee Responsibilities:
Enrollment Strategies Committee - chair
Instruction Administrative Council - chair
Integrated Planning Process - chair
Curriculum - co-chair with faculty
Educational Development and Innovation Committee (EDIC) - co-chair
Program Review - co-chair

Dean,
Learning & Technology Resources

Functions:
Manage, 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

Dean,
Communications and Fine Arts

Dean,
Math, Natural Sciences, Exercise
Science/Wellness

Dean,
Humanities, Social and
Behavioral Sciences

Senior Dean,
Business and Professional
Studies

DEAN, COMMUNICATION & FINE ARTS

Chairs/Coordinators:
Art
Communication
Media Communications
Theatre Arts
Music
Dance

DEAN, MATHEMATICS, NATURAL SCIENCES, EXERCISE SCIENCES/ WELLNESS

Chairs/Coordinators:
Biological Sciences
Chemistry Science
Earth Sciences
Mathematics
Exercise Science, Health Education
Physics, Astronomy, Physical Science

DEAN, HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES

Chairs/Coordinators:
ASL
Behavioral Sciences
Cross-Cultural Studies
Education
English
English-as-a-Second Language
Economics, Political Science
Foreign Languages
History
Humanities, Philosophy, Religion

SENIOR DEAN, BUSINESS & PROFESSIONAL STUDIES

Chairs/Coordinators:
Administration of Justice/P.O.S.T. Academy
Business Administration
Business Office Technology
Child Development Center
Child Development & Family Studies
Computer Science Information Systems
Culinary Arts
International Business, Marketing, Management
Cardiovascular Technology/Orthopedic Tech.
Nursing
Occupational Therapy Assistant
Respiratory Therapy
Speech Language Pathology Assistant
Disability Services Management

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

Position-Specific Functions

Hyde Gallery Supervision
Theatre & Theatre Box Office Supervision
Standing Committee Responsibility:
Division Council
Study Abroad Program
Liaison for Articulation to other colleges & universities
Arts Outreach K-12

Position-Specific Functions

Standing Committee Responsibility:
Division Council
Liaison with business & industry
STEM Outreach

Position-Specific Functions

Special Project Supervision
Project Success
Ace
Honors Program
Study Abroad
Puente
Standing Committee Responsibility:
Division Council
Liaison for Articulation to other colleges & universities
Education & Humanities Outreach K-12

Position-Specific Functions

Liaison with Business and Industry
VTEA Budget: Development, Administration, Reporting
Tech-Prep Project Supervision
Assoc. Dean Supervision
Nursing
CTE/Workforce development
ROP
Standing Committee Responsibility:
Division Council