

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 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:
 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,
 CAREER & TECHNICAL EDUCATION/
 WORKFORCE DEVELOPMENT**

**DEAN,
 ALLIED HEALTH & NURSING**

**DEAN,
 ARTS, LANGUAGES & COMMUNICATION**

**DEAN,
 ENGLISH & SOCIAL/BEHAVIORAL SCIENCES**

**DEAN,
 MATH, NATURAL SCIENCES AND
 EXERCISE SCIENCE/WELLNESS**

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

DEAN, CAREER & TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT

Chairs/Coordinators
AOJ
Child Development Center
Child Development/Family Studies
ED

ASSOCIATE DEAN
Business Administration
BOT
CSIS
Culinary Arts
International Business, Marketing & Management

Position-Specific Functions
Liaison with Business & Industry
VTEA Budget: Development Administration Reporting
Tech-Prep Project Supervision
Assoc. Dean Supervision
CTE/Workforce development
Standing Committee
Responsibility:
Division Council

DEAN, ALLIED HEALTH & NURSING

Chairs/Coordinators
Anesthesia Technology
Cardiovascular Technology
Disability Services Mgmt.
Nursing
Occupational Therapy Assistant
Orthopedic Technology
Respiratory Therapy (RT)
Telemetry/EKG

DEAN, ARTS, LANGUAGES & COMMUNICATION

Chairs/Coordinators
American Sign Language
Visual Arts/Humanities
Communication
Digital Arts
Dance
World Languages
Media Communications
Music
Theatre Arts
Study Abroad Program

Position-Specific Functions
Hyde Gallery Supervision
Theatre & Theatre Box Office Supervision
Standing Committee
Responsibility:
Division Council
Liaison for Articulation to other college & universities
Arts Outreach K-12

DEAN, ENGLISH & SOCIAL/BEHAVIORAL SCIENCES

Chairs/Coordinators
Behavioral Sciences: Anthro, Psych & Soc
Cross-Cultural Studies
English
ESL
History
Philosophy, Religious Studies
Political Economy, Economics, Political Science

Position-Specific Functions
Special Project Supervision
Project Success
ACE
Honors Program
Standing Committee
Responsibility:
Division Council
Liaison for Articulation to other colleges & universities
Education & Humanities
Outreach K-12

DEAN, MATH, NATURAL SCIENCES AND EXERCISE SCIENCE/WELLNESS

Chairs/Coordinators
Biological Sciences
Chemistry Science
Earth Sciences: Geography, Geology, Oceanography
Exercise Science & Wellness/Health Education
Mathematics
Astronomy, Physical Science, Physics

Position-Specific Functions
Developmental Math
Math Study Center