

Notes  
Organizational Structure Forum  
Friday, February 11, 2011  
Wright Library – 1:00-4:00 p.m.

**\*\*SLO Coordination and Oversight\*\***

Currently assigned to a task force and two faculty on 40% reassigned time. No permanent administrative oversight of the project.

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- Office of Institutional Research – [see poster of chart]
- EVP – Dean – Dept. Head – Faculty
- Ensure an ongoing process, administrative support, accountability, clerical support
- Continued training through deans
- Faculty – Co-Chairs of Curriculum Committee – include reassign time of faculty co-chair of Curriculum to ensure that this doesn't slip through the cracks. \_\_\_\_\_ place to tie in SLO's and curriculum and VP of Business Services overseas SUO's completion and Dean of Student Services oversees SUO's in that area.

**\*\*Distance Education\*\***

Currently covered by two classified employees who report to the Executive Vice President. Lack of a single source of oversight for training, evaluation, establishment of quality standards.

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- Assign oversight to a single dean, possibly David Oliver given proximity and number of courses in division that the Distance Education and VC history of Distance Education originating in Math/Science.
- We force many students into Distance Education who only go there because we cannibalize face-to-face sections into Distance Education and force students into this modality.
- The Curriculum Committee gives courses the nod to be offered via Distance Education perhaps a faculty committee should oversee what sections are turned from face to face into Distance Education before we make the switch.
- Committee – Advisory Committee – Senate
- Dean assigned to run the program and all the positions that go with it. Force a pop-up screen for evaluations.
- Instructional Design Specialist be under Distance Education.
- Professional development also associated somehow.
- Should stay under EVP. There should be Faculty Committee (each department that has Distance Education would assign a representative to this committee). Would meet at least once a semester or twice a year. The two classified support positions to work with this committee to schedule and coordinate. This would be an official campus committee with logged minutes.

## **\*\*Basic Skills\*\***

Basic skills funds managed by the Executive Vice President. Basic skills classes and services offered under the supervision of two deans: Communication & Learning Resources (ESL, Reading, English; Tutoring; Supplemental Instruction) and Math & Science (Math).

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- Assign to Kathy Scott as she has responsibility for most of these disciplines any way.
- Assign to Kathy Scott, Communication & Learning Resources, also a Basic Skills Task Force to combine all the players . (Math, English, reading, counseling, etc.)
- Give a faculty person release time (rotate between English and math) to run the task force.
- Create Planning/Oversight Committee to develop a strategic plan to address Basic Skills across the curriculum.

## **Strategic Planning**

President functions as the person providing administrative oversight. Works with the Learning Resources Supervisor to gather documentation and prepare annual report.

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- Office of Institutional Effectiveness Plan
- President's Office to update annual report
- Status updates through Administrative Council and assessments can be made and keep strategic planning moving
- Show strategic planning updates on VC website
- This one should stay with the President; however, with campus leadership (EVP, VP, and 2 senate presidents) as a sounding board to develop the annual report.

## **Accreditation**

Executive Vice President is the Accreditation Liaison Officer. President currently plays a very active role in driving the report preparation and in driving the plans to address recommendations.

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- Office of Instructional Effectiveness
- Committee developed to guide, writing, wording and editing
- Leave under Executive Vice President
- Create an ongoing Accreditation Committee from all staff
- Academic Senate to take a more active role.
- The culture of the district needs to be addressed
- Three-person Accreditation Oversight Committee
- Accreditation should be a shared responsibility of management, Classified and Academic Senate.
- The EVP should be the formal person making sure that things get done but the driving force should be this three-person committee. All three of these people should go to the Academic Senate sponsored accreditation trainings, WASC-sponsored trainings and each one should be on an accred. team to see what it's like to on a team, etc.

## **Staff Development**

Currently covered by one faculty member on 20% reassigned time who reports progress to the President. Title V grant will be paying for an Instructional Designer and a faculty member on 40% reassigned time to coordinate a summer institute and series of workshops. Classified Senate has assumed leadership role for classified professional development.

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- Professional Development Committee (overall classified & faculty)
- Instructional Design Specialist should be participating
- Discussion about 87.5 hours and how to make it more effective. Try to push something to promote more involvement.
- Create some programs or activities online
- Continue on with professional development of classified, managers and faculty.
- Having separate professional development committees makes more sense. One more faculty issues and one for all other topics of mutual interest. For example, PowerPoint or Access/Excel might interest all but plagiarism would only interest faculty.
- Microsoft products seem to be a regular topic: ask BUS/BIS faculty to see if they'd offer workshops for fellow faculty/classified
- We need a single person in charge of overseeing all professional development efforts.

## **East Campus Supervision**

Currently assigned to the Dean of PE/Athletics, who works with hourly facilitators.

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- Can be under a dean but a person such as create a classified position – or student services assistant type (bilingual) to help students
- Does not have to be a coordinator or dean
- Create a PACE type program this person could run
- Move to CTE
- Doesn't make any sense having Tim but close your eyes and pick a dean, it doesn't naturally make sense with any of our current deans.

## **Career & Technical Education**

Responsibility and departments divided between two Assistant Deans.

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- Remove Community Ed from Karen Gorback and have contractor run it on commission of new courses.
- Why have assistant deans who seem to have the exact same responsibilities as a dean but greater workloads than a dean?

## **Website maintenance**

Each department and division responsible for their own sites. Website uneven, dated, and hard to navigate. Title V will be paying for a consultant to review, map and make recommendations.

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- We need to hire someone to be a college web master
- Institutionalize the position as a general fund position as webmaster after the govt. fund expires
- Would be a go-to person for discipline folk to go to help set up/update, etc.
- Move to IT

- Can be an off shoot of Distance Education, IT, Institutional Effectiveness, Learning Resources, Student Services, Title V, Welcome Center and Teaching.
- Individual departments have to have responsibility for their own information

### **Work experience**

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- Random thoughts – incorporate the honors program and service learning
- Person be the hub of opportunities that can feed to departments – can also be a website
- Someone needs to \_\_\_\_\_ the information out.
- Move to CTE
- Give to David Bransky – he is here at night so it would make is easy for work experience students to confer with him.

### **Bonus Question**

What could/should constitute an “ongoing systemic and comprehensive system to access the effectiveness of the college’s organizational structure...?”

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- Put under the Office of Institutional Effectiveness
- All campus management offices should come up with SUO’s that are reviewed campus-wide on an annual basis. Not only SUO’s but goals set and achieved each academic year.