

Dean of Distance Learning, Evening, and Weekend Programs

Description

Under the general supervision of the Executive Vice President, the Dean of Distance Learning, Evening and Weekend Programs directly oversees the design, delivery, and continuous process improvement of distance education, evening, and weekend programs and coordinates and provides development for adjunct faculty. This person will work with the departments to create programs and schedules that would support the completion of degrees and certificates through a planned combination of evening, weekend, and distance learning courses. Additionally, this person would be responsible for ensuring that the rigor of these programs and services is equal to programs available during the day. This dean will be the champion of a vibrant and growing non-credit program at Hartnell College and would work closely with all Associate Vice-Presidents in this regard. The dean will provide innovative, strategic, administrative and academic leadership for growth and expansion of online learning at the college level. The dean will have a demonstrated record of academic and administrative experience dealing with non-traditional students and specifically with the infrastructure needed in distance learning programs.

Specific Duties and Responsibilities

- Design and implement an effective and comprehensive distance education, evening, and weekend programs for the district.
- Monitor delivery and continuous process improvement for distance education, evening and weekend programs.
- Coordinate development of curriculum and class schedules each semester, including class loads and decisions on retention/deletion of some courses or programs.
- Identify, coordinate and manage student and institutional support and advisement services to effectively assist weekend, evening and distance learning students.
- Design, develop, and implement a comprehensive support program for adjunct faculty.
- Provide classroom assignments and facility use, inventorying for maximum space utilization.
- Plan/coordinate the registration for Extended Services programs.
- Review credentials, interview, and recommend hiring of staff for successful operation of Extended Services.
- Represent college to community including civic, business organizations, and others to assess needs for Extended Services programs.
- Maintain responsibility for management and administration of the college's Distance Education programming.
- Encourage and train new adjunct/part-time faculty members for delivering distance education courses and use of learning management systems.
- Assign faculty to distance education courses.
- Establish and maintain guidelines for ethical and appropriate assessments within a course.
- Do peer reviews of new courses and new instructors.
- Provide reports on enrollment projections
- Perform "what if analysis" to show enrollment growth and its effect on faculty requirements and projected revenue.
- Remain current technological developments as they pertain to distance education delivery.
- Evaluate new software to test its appropriateness to the distance learning program.

- Assist faculty members with the development of new courses or the introduction of appropriate new technology in their courses
- Establish and maintain a set of course design/development standards.
- Implement and maintain best practices in distance learning as appropriate.
- Participate in various District and community committees as required.
- Work collaboratively with Hartnell College departments.
- Operate a computer, assigned software and other office equipment.
- Ability to establish and maintain positive and effective working relationships with faculty, staff, students, and the public.
- Perform other duties as assigned.

Required Qualifications*

- A master's degree in student services or public administration, or a closely related field.
- 3 years experience teaching and at least one year experience in distance education.
- Must be sensitive to, and understanding of, the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and the community at large.

Desired qualifications:

- Experience working in a community college and shared governance.

* Meeting minimum and desired qualifications does not assure any candidate an interview.