

ASSOCIATE VICE PRESIDENT OF INSTRUCTION RESPONSIBILITIES

Responsibility	Details
Supervision	curriculum coordinator - leadership of college curriculum process from inception to state approval and course implementation
Supervision	scheduling staff – leadership of the annual course schedule including strategic planning, and implementation of the annual schedule balancing between FTES, Prod, and 1320 budget
Supervision	Academic Deans - Work with all academic deans to develop and implement annual administrative goals for their divisions
Cabinet Member	As a member of cabinet, provide the president and other senior college administrators with information and advice on academic and curricular matters
Chair, Dean’s Weekly Meeting	Chair weekly deans' meeting – responsibilities include also all aspects of academic affairs in collaboration with the Deans
State Reporting and Required CCC Surveys	Respond to annual state surveys, (e.g., flex calendar, pre-regs, RP Group surveys)
Modernize the Curriculum Process	leading the implementation and maintenance of new curriculum system
Chair Ad Hoc – State Mandates	Chair standing and ad hoc committees as assigned, (e.g., AB705, Learning Resource Center Consolidation)
Software Administrator	responsible for Turnitin authorization for faculty
Software Administrator	responsible for Trackdat as a part of the learning outcomes curriculum process for faculty
Faculty Hiring Priority Process	Coordinate and oversee annual faculty prioritization process
Tenure Process	Serve on tenure committees
FA Negotiations	Serve on District Admin negotiations committee
Apprenticeship Program	Facilitate apprenticeship curriculum committee work and coordinate with apprenticeship dean
Title 5	First point of contact for Title 5 and Education code questions and concerns especially as they are related to instruction and curriculum

Collaborate with AVPSS	Collaborate with AVP of student services to ensure smooth handling of areas of overlap and mutual impact – scheduling, student performance metrics
Travel and Conference Committee	Serve as the instruction administrative representative
Student Complaint Process	Manage the student complaint (formal and informal) for the Office of Instruction
Accreditation	Coordinate closely with college accreditation liaison officer to facilitate timely completion of accreditation work, cyclical and annual reports and self-study documents.
Budget Management	Participate in college budgeting discussions to ensure instructional issues and impacts are considered in budget preparation.
Shared Governance Committees	Serve on committees in ex-officio capacity
10+1	Ensure that administrative interests are give fair hearing even in areas of 10 + 1, while maintaining faculty primacy in those areas
<i>Updated: 5-27-2020</i>	