

Att. 1

Proposed Timeline for Review and Approval of 2005-08 College Plan

- CPC Review: October 4, October 18 and Nov 1
- Academic Senate Review: October 12, October 26
- BOT Study Session: November ?
- BOT Approval: Dec 15, 2005

Change in Scope of Responsibilities for the Professional Development Center

There are five major changes in scope of responsibilities that will be assumed by the Professional Development Center will result in the need to elevate the position of Associate Dean, Educational Programs to Dean, Educational Programs with an emphasis in Economic Development.

The major change in scope is that the Professional Development Center will be responsible for developing professional programs for the college's management and classified staff. Included would be the development, implementation and evaluation of the Management Institute as well as development and coordination of other staff development activities. The Dean of Educational Programs, Economic Development, will work in consultation with each of the units of the college to develop and implement training opportunities for management and classified staff, and where appropriate, for faculty.

The second factor has to do with the growth of the program and its potential for further expansion. The activities and functions of the current Associate Dean have greatly expanded and continue to grow on a daily basis. The number of employers with which the College is entering into training partnerships is growing steadily, and the expansion next year into new areas of business training (Business Institute of the Professional Development Center) indicate the trend will continue. As the scope of the PDC expands to more fully involve upper level business management training, the opportunity to expand is enhanced. The Dean will need to coordinate with additional academic departments to advise them on how to deliver short-term/non-traditional courses that meet the needs of working adults, including program development for training those in their pre- and post-retirement stages of their lives. An advisory committee of a cross-section of people in the community that are in the pre- and post-retirement stages of their lives will be formed to identify the skills and competencies needed by this segment of population.

A third factor has to do with broadening the Dean's involvement in economic development activities. Specifically, these broader responsibilities include working with the local Workforce Investment Board and county economic development committees, attending the Chancellor's Office Economic and Workforce Development (EWD) conferences, and looking for grant opportunities and partnership resources in economic development.

A fourth area of new program responsibility includes greater oversight of the College's staff development program.

The fifth factor in reorganizing Educational Programs has to do with Work Experience. The recent IA agreement requires reimbursement of teaching Work Experience at a much higher rate than had been paid to the Associate Dean in the past. Incorporation of teaching PRO Work Experience into the dean's job description will enable the college to cover the cost of this job reclassification.

A fifth and final factor involves the potential for expanding Service Learning and other leadership training opportunities (Covey, PRO courses, Camp Leadership, etc.) through the high schools and working with a new Service Learning initiative on campus.

Why a Dean and not an Associate Dean?

The new duties that are proposed are college-wide, critical to our enrollment targets, and clearly at a dean level. In addition, a Dean of Economic Development has greater credibility in the business community than an Associate Dean of Educational Programs. The scope, nature and importance of these responsibilities are such that this person should report directly to the Executive Vice- President of Educational Programs. This will enable the Dean of Educational Programs (Pablo Buckelew) that supervises this Associate Dean's position to concentrate more of his time for new program development such as the Construction Technology Program, New Student Orientation Program (1-2 week pre-fall program for new students) and to coordinate discussions regarding whether or not to implement a tuition deferment plan.

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