MT. SAN ANTONIO COLLEGE
Human Resources
REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS
This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: _____Director, Distance Learning & Instructional Technology_____

Department: _____Library & Learning Resources_____

Time (FTE): ___100___ Term (months/year): ___12___

Work Schedule (Days, Hours): _____M-F, 8-5_____

Salary Schedule (Range): _____M-15_____

Background and Rationale (use back of form if additional space is needed): _Director of Distance Learning is needed to strengthen efforts to increase student enrollment, retention,_ and student success across racial and ethinic groups in online classes. This work requires continued collaboration with DL program, Distance Learning Committee, Guided Pathways, POD, and new student retention and success committees recently established by the Academic Senate. This position will oversee the day-to-day operations of the campus DL work and the FCTL.

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable):_____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☑ Newly Funded Position   Fiscal Year _2020-2021_
☑ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified   ☐ Confidential
☐ Supervisory   ☑ Administrative

For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _N/A_____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): __11000-320000-121000-601000-1200__   _100_% Amount $__198,508__
Account Number(s): _____   _____% Amount $_____

Funding: (check all that apply) ☑ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____   End date: _____

Comments: _____

Signatures:

1. *Romelia Salinas*   Requesting Manager Signature   Date
2. *Kelly M. Fowler*   Division Vice President Signature   Date 11/30/21
3. *marusa Ziegenhohn*   Chief Compliance/Budget Officer Signature   Date 12/08/21

4. Human Resources Signature   Date
5. *signature*   Vice President, Human Resources   Date 12/21/21

☑ **Funding available**   ☐ **Funding not available**   Position Number: __MA9941__ Contract Number: _121078_

Comments: _Funding from NRA Phase 13, PC 8.3.21._____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately   ☐ Denied   ☐ Modified

If position **does not have funding**, provide funding directions:_____

Rationale: _____

6. *William T. Scroggins*   Signature of President/CEO   January 4, 2022   Date

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Instruction

			To Be Completed By Departments							Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority Number	**Division**	**Department-Org/Department's Contact Staff**	**Description**	**Justification of Need**	**One-time**	**Ongoing**	**Total Requested**	**PIE Page (s)**	**Fund**	**Org**	**Acct**	**Prog**	**Actv**	**Total Funded**	**Outcome** (President's Cabinet Funding Decision)	**Funding Source**	**Comments**	
									Account Number									
	Instruction	300210/Laura Martinez	Dean, Instruction MA9943 M-21 (Associate dean positiion eliminated and funding applied to Dean) MA9958	This position wil be responsible for DEISA, Strategic Planning, Outcomes and Assessment, and catalogue/scheduling.		$ 12,777.00	$ 12,777.00		17231 17232	300210	121000	601000	1200			SEAP Funding		
	Instruction	300210/Laura Martinez	Administrative Specialist IV (elimination of ASIII and funding applied to ASIV) CA9413	Reclassification of existing Administrative Assistant III (Kim Garcia) to provide support for the Dean, Instruction.		$ 6,881.00	$ 6,881.00		17231	300210	211000	601000	1200			SEAP Funding		
	Instruction	300210/Laura Martinez	Instructional Services Analyst (new position) CA9254 A-70	Position is responsible providing technical support to nine divisions in support of scheduling needs. Provide technica support to assist in enrollment management needs.		$ 120,525.00	$ 120,525.00		11000	300210	211000	601000	2100					
	Library & Learning Resources	312000/Romelia Salinas	Eliminate Assoc Dean, LLR (position will not be replaced) MA9954	Position eliminated		$ (210,496.00)	$ (210,496.00)		11000	300210	121000	601000	1200					
	Library & Learning Resources	312000/Romelia Salinas	Director, Educational Technology & Distance Learning (new position) MA0001 New M-17	This position with strengthen efforts to increasee student enrollment, retention, and success across racial and ethnic groups in online classes.		$ 197,323.00	$ 197,323.00		11000	320000	121000	601000	1200					
	Library & Learning Resources	312000/Romelia Salinas	Administrative Specialist III (new position) CA9253 New A-81	Position will provide support to the Director, Educational Technology & Distance Learning		$ 97,020.00	$ 97,020.00		11000	320000	211000	601000	2100					

Budget Committee, March 4, 2015

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13
(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)
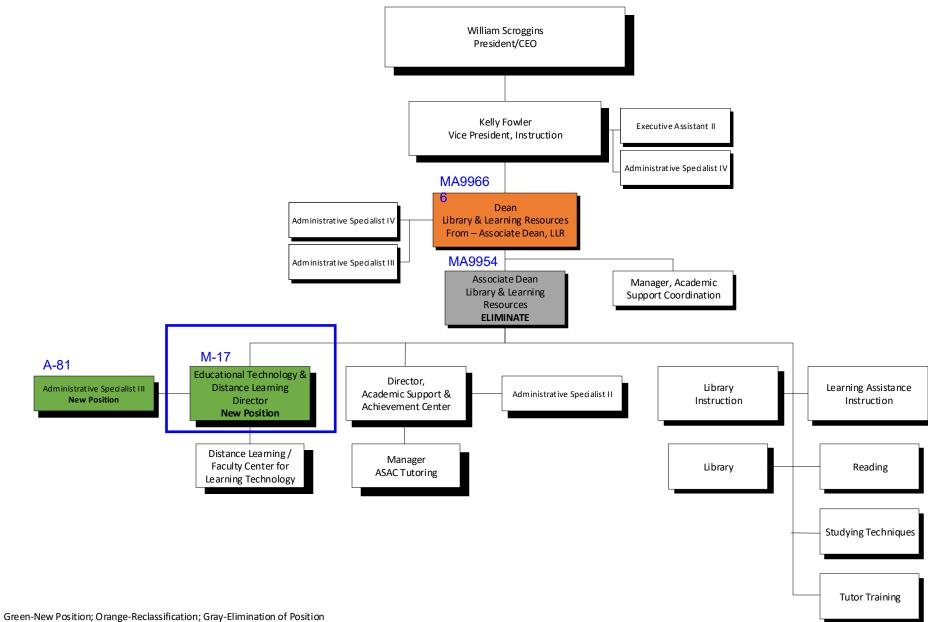
TEAM: Instruction

			To Be Completed By Departments							**Required if Budget Approved By President's Cabinet**						**To Be Completed When President's Cabinet Makes Final Decision**		
Priority Number	**Division**	**Department-Org/Department's Contact Staff**	**Description**	**Justification of Need**	**One-time**	**Ongoing**	**Total Requested**	**PIE Page (s)**	**Account Number**					**Total Funded**	**Outcome** (President's Cabinet Funding Decision)	**Funding Source**	**Comments**
									Fund	**Org**	**Acct**	**Prog**	**Actv**				
					$ -	$ 224,030.00	$ 224,030.00		Total					$ -			

APPROVED
President's Cabinet
July 6, 2021

LIBRARY & LEARNING RESOURCES
Proposed Organizational Structure

William Scroggins
President/CEO

Kelly Fowler
Vice President, Instruction

Executive Assistant II

Administrative Specialist IV

MA99666
Administrative Specialist IV

Administrative Specialist III

Dean
Library & Learning Resources
From – Associate Dean, LLR

MA9954
Associate Dean
Library & Learning Resources
ELIMINATE

Manager, Academic Support Coordination

A-81
Administrative Specialist III
New Position

M-17
Educational Technology & Distance Learning Director
New Position

Distance Learning / Faculty Center for Learning Technology

Director, Academic Support & Achievement Center

Administrative Specialist II

Library Instruction

Learning Assistance Instruction

Manager ASAC Tutoring

Library

Reading

Studying Techniques

Tutor Training

Green-New Position; Orange-Reclassification; Gray-Elimination of Position

7.5.21

MT SAN ANTONIO COLLEGE

REORGANIZATION LIBRARY & LEARNING RESOURCES

FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING
Eliminate Associate Dean, Library & Learning Resource per President's Cabinet 07/06/21:											
MA9954	1.000	MN	19	12	Assoc. Dean, Library & Learning Resources	11000	100.00%	(162,202)	(48,294)	(210,496)	*Unrestricted General Fund*
Create New Director, Educational Technology & Distance Learning:											
	1.000	MN	**17**	12	**Director, Educational Technology & Distance Learning**		100.00%	151,145	46,178	197,323	*Unrestricted General Fund - Recommended*
Create New Administrative Specialist III:											
	1.000	UA	**81**	12	**Administrative Specialist III**		100.00%	60,265	36,755	97,020	*Unrestricted General Fund - Recommended*
					Total Cost of Library and Learning Resources Reorganization			**$49,208**	**$34,639**	**$83,847**	*Unrestricted General Fund - Recommended*

Notes:
The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

Director, Distance Learning and Instructional Technology

<u>**DEFINITION**</u>

Under the direction of the Dean, Library & Learning Resources, the Director of Distance Learning and Instructional Technology plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services for Distance Learning (DL) and related instructional technologies. The Director of Distance Learning and Instructional Technology will work with Deans, faculty, and staff to ensure maximum efficiency and effectiveness of Distance Learning services, and will serve as the campus resource in this area. Coordinates initiatives promoting affordability and equity of instructional materials, including Open Educational Resource (OER), Zero Textbook Cost (ZTC), and Low Cost Textbook (LTC). Supervises daily operations of the Faculty Center for Learning Technology and manages the design and delivery of training for faculty on distance learning applications and teaching strategies and collaborates to provide cohesive services to support online students. Ensures that the District meets policies, procedures and laws regarding online education; trains, supervises, and evaluates the performance of assigned staff.

<u>**SUPERVISION RECEIVED AND EXERCISED**</u>

Receives administrative direction from the Dean, Library & Learning Resources. Exercises general direction and supervision of professional, technical, and administrative support staff. Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, disciplinary and termination actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; manages assignments of the Distance Learning faculty coordinators.

<u>**CLASS CHARACTERISTICS**</u>

This is a management classification that coordinates all activities related to Distance Learning and Instructional Technology. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the College in DL and related technologies in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of relevant federal and state education policy, knowledge of College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. This class is distinguished from the Dean, Library & Learning Resources in that the latter has overall management responsibility for all division academic programs, functions, and activities, for accomplishing division planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Designs, recommends, and implements a strategic online education plan through research and data analyses of enrollment issues, trends, and models, designed to support consistent enrollment growth, increased student success, and reduced equity gaps.
2. Compiles, analyses, interprets, and presents data to various stakeholders, including instructional deans, department chairs, and faculty, to support strategic enrollment management strategies, assist with forecasting, and support achievement of learning outcomes. Collaborates with Institutional Research to achieve these objectives.
3. Manages the daily operations of the Faculty Center for Learning Technology in accordance with District policies, legal requirements, and sound educational principles and practices.
4. Designs, develops, and delivers training for faculty that is both current and forward-thinking. Collaborates with Professional & Organizational Development Office to deliver training content.
5. Manages the development and implementation of online and hybrid instructor certification in collaboration with the Academic Senate and the Instruction Office.
6. Develops and markets ZTC and alternative format pathways, in collaboration with instructional deans, department chairs, enrollment services, and instruction.
7. Coordinates initiatives promoting affordability and equity of instructional materials, including OER, ZTC, and LCT.
8. Implements relevant policies and procedures necessary for compliance with accreditation standards, Title 5, Education Code and other external requirements pertaining to areas of responsibility. Pro-actively maintains currency with developing external regulations and standards.
9. Maintains currency, and appropriateness of instructional technologies by regularly evaluating user feedback and tool functionality; conducting product and platform reviews, and developing consensus with relevant stakeholders to innovate the delivery of instruction supported by educational technology.
10. Serves and chairs committees with a mission to introduce, evaluate, and integrate educational technologies in support of excellence in teaching and learning in all delivery formats. Collaborates on relevant issues with the Information Technology (IT) Team and the Academic Senate.
11. Coordinates with IT to align technology needs of students and faculty; monitors and gives input on the performance of the learning management system and appropriate integration of other instructional technology tools.
12. Advocates throughout the district for support of distance learning and collaborates with other relevant departments to address the needs of distance learning students and faculty.
13. Develops program plans and budgets, monitors assigned program budgets and pursues grants? Plans, manages, and supervises the implementation of grants.

14. Hires, supervises, trains, evaluates and provides leadership for assigned classified, short-term (hourly), college assistant employees, and external consultants.
15. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
16. Coordinates with faculty and staff in providing online learning orientation and training for students to prepare them to be successful in online learning.
17. Actively engages in developing, coordinating, and implementing grant opportunities that promote and expand distance education support services and learning technologies.
18. Performs additional administrative duties and services as requested and assigned.

QUALIFICATIONS

Knowledge of:

1. Distance Education policies, procedures and internal and governmental laws and regulations.
2. Teaching and learning with technology strategies and experience in evaluation of those strategies.
3. Emerging web technologies that impact training, development, and instruction.
4. Principles and practices of administration, supervision, and training.
5. Budget preparation and control.
6. Accessibility of instructional content and technology functionality for all learners with diverse abilities.
7. Universal design for teaching and learning
8. Instructional technologies such as: learning management systems; video production and streaming; video- and teleconferencing; graphic media; web development; computer-based multimedia; portals; mobile apps; and audio/visual systems.

Skills & Abilities to:

1. Integrate instructional technology solutions to enhance student success both online and in person.
2. Lead, plan, implement, and manage change strategically and successfully.
3. Develop, interpret, and uniformly implement district policies and procedures and the college's bargaining agreements.
4. Communicate effectively and persuasively orally, in writing, and by using technology.
5. Work with complex regulations and/or compliance programs and to successfully coordinate their implementation among multiple areas.
6. Maintain currency in educational technology, distance learning, and related fields.
7. Work independently with little direction and meet schedules and time lines.
8. Operate and utilize assigned networks, software programs, hardware, and platforms.
9. Evaluate services, technologies, and workflows to improve student outcomes.
10. Work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds.

11. Work effectively in a participatory manner with all segments of the college community and community at large;
12. Supervise, evaluate, and train staff.
13. Provide excellent customer service in a team environment.

Education and Experience:

1. Master's degree from an accredited institution is required.
2. A minimum of three (3) full time equivalent years of increasingly responsible administrative experience, preferably in higher education in the implementation of Distance Learning programs.
3. A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program.
4. Demonstrated commitment to reducing equity gaps for traditionally under-resourced populations.

Desirable Qualifications:

1. Online teaching experience in a variety of delivery modes and scheduling formats in higher education.
2. Experience in implementing universal design and accessibility.
3. Grant writing experience
4. Master's Degree in Education with an emphasis in Instructional Design, Distance Education/Online Learning, Instructional Technology or related fields.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in persona and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.