

## Proposal to Create the Position of Assistant Dean, Educational Programs

Dual Enrollment/Professional Development Studies began in fall, 1999, and has rapidly grown in scope and complexity. When the current position of Coordinator II, Dual Enrollment/Professional Development Studies was first proposed over a year ago, the nature and scope of responsibilities were different than they are today. In order to align the position with the new level of responsibilities and to take full advantage of new and emerging opportunities in both programs, I am requesting the creation of a new position of Assistant Dean, Educational Programs and a restructuring of the program.

Examples of changes in scope and nature of duties:

### Dual enrollment

As of fall, 2001, more than 50 sections of SBCC courses are offered on high school campuses, up from 3 sections in 1998. For the dual enrollment program to run successfully, there must be regular contact with SBCC instructors, department heads, deans as well as high school principals, counselors, department chairs and faculty. The program has grown not only in numbers but also grown in complexity. The following new initiatives are examples of changes in both scope and nature of the program>

- **Dual Enrollment Summer Schools** For the first time, we have developed a new concept in offering a shared high school summer school, since the high schools are not allowed to offer enrichment courses. Interest has been extremely strong from the high school principals and parents, yet lack of SBCC staffing has not allowed for full development of this concept for this summer. Administrative duties include identification of high interest classes, coordination between high schools and SBCC departments, faculty hiring, scheduling, publicity, collection of student applications, etc. FTES growth projection for summer, 2001: 25 FTES. Future projections: 100-150 additional FTES
- **High School Academies** The development of a Health Academy at San Marcos High School, an Engineering Academy at Dos Pueblos, a Technology Academy at San Marcos (proposed), the ongoing expansion of the Multimedia Arts & Design Academy at Santa Barbara High School, and the Green Academy at Santa Barbara High School are largely new initiatives that require a high level of academic coordination including the participation in steering committees, coordination with high school administrators and faculty, recruitment of faculty, selection and alignment of curriculum, budgeting, support services, etc. This level of administrative coordination is clearly at the assistant dean or dean level. Future projections: 75-100 additional FTES per semester
- **Dual enrollment expansions** Additional high schools are requesting dual enrollment. For example, this week 100 high school students from a new northern California high school signed up for PD191 (online Career Exploration). PD 191 will continue to attract high school students from throughout the state as well as within our own district. Further, plans are being developed to coordinate our new Service

Learning Program with the high schools in that all high school students must perform community service as a condition for graduation. This program has tremendous potential but also presents organizational challenges. Future projections: 20-30 additional FTES per semester

- **new internal duties** Internal coordination with IRD to ensure that both K12 and off-campus applications are streamlined with the new Oracle implementation is critical. New cross-functional teams (vocational) require a new level of administrative cooperation
- **proposed changes in Title V Section 55753.5** This proposed change will likely require a review and modification of our current practices of granting credit for articulated high school courses.

**Total potential new FTES: 200-260**

### **Professional Development Studies**

Professional Development Studies was initially developed to accommodate the training needs proposed by the County of Santa Barbara's Employee University. Since the inception of that program in the fall, 1999, the scope of the department has rapidly expanded to include the City of Santa Barbara, as well as numerous private companies including Verizon, Select Personnel, Divecon, Underwater Technology Services, Marine Mammal Consulting, etc. In addition to specific job related training, this program now also enrolls participants in Work Experience 290. Current FTES for the program to date is 91.5 Projections for future: 200 FTES.

New administrative responsibilities:

- Supervision of new Education Courses (ED 101, 102, 103, 290)
- Interdepartmental coordination and management of new training initiatives, e.g. Marine Diving Technology, Administration of Justice topics courses
- Coordination of new facility built by County of Santa Barbara for SBCC courses offered through Employee University including scheduling, equipment needs, development of joint use policies and procedures, etc.
- Leadership in the Ad-hoc workgroup (with Sue Ehrlich) and Professional Development Cross-functional Team (with Jack Ullom) to develop a staff development proposal which would be administered by the Professional Development Studies Department.
- New private companies and public agencies are requesting Professional Development Studies courses for their employee training. These collaborative partnerships include the coordination and articulation of courses, new curriculum development, the hiring, supervising and evaluating of adjunct faculty, publicity, and the collection, tracking and reporting of student applications. Santa Barbara County Schools is the latest public agency to request Professional Development Studies training.
- New accounting procedures have been developed with Fiscal Services which require careful documentation of each partnership enrollment for audit purposes.

Attachment 2

**DRAFT**

**ASSISTANT DEAN  
PHYSICAL EDUCATION, HEALTH,  
ATHLETICS/ATHLETIC DIRECTOR**

**JOB DESCRIPTION:**

The Assistant Dean of Physical Education, Health and Athletics is responsible for the direction and supervision of Santa Barbara City College Physical Education, Health and Athletic programs. The position reports to the Executive Vice President Academic Affairs and is a full time, twelve month per year educational administrative position.

**SCOPE:**

The Assistant Dean, Physical Education, Health and Athletics has broad scope over the development, interpretation and implementation of policies and procedures pertaining to the organization and supervision of the Physical Education department and all intercollegiate Athletics for men and women.

**TYPICAL DUTIES AND ASSIGNMENTS:**

1. Responsible for developing, directing, and monitoring a comprehensive athletic program for men and women.
2. Supervise faculty, coaches and classified staff associated with Physical Education, Health and Athletics.
3. Develops and monitors District Physical Education, Health and Athletic budgets and supervise fund-raising efforts on behalf of the Physical Education, Health and Athletic department.
4. In consultation with the chair of the Physical Education department and appropriate committees, participates in educational planning and policy development in conjunction with the office of Academic Affairs; works with the Physical Education department committees on developing curriculum, scheduling classes and faculty loads.
5. Schedules and supervises the use of appropriate facilities and recommends improvement of the physical plant as necessary.
6. Supervise the preparation of team schedules for women's and men's competitions; determine eligibility for all athletes in conformance with the rules as established by the state, conference, and district.
7. Represent the district at regional and state-wide meetings, including athletic conference meetings.
8. Organize and assist with alumni, booster clubs, and other appropriate community groups and maintain an on-going public information and relations program to promote SBCC athletics.

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**Assistant Dean of Physical Education/Athletics**  
Analysis of Job/Task/Budget Requirements

The following supplemental information and supportive data are provided in addition to the draft job description regarding the above proposed position.

**Budget Responsibilities:**

Develop and monitor district Physical Education/Athletic budgets, Co-Curricular budget and Trust Funds (fund-raising efforts).

**Staff Supervision Responsibilities:**

Supervise faculty, classified staff and student workers associated with PE/Athletics which includes:

Conduct staff employee needs assessment and evaluation of all personnel in Physical Education/Athletics  
Develop and monitor staff development (PE)  
Monitor and evaluate staffing needs (PE)  
Plan, organize and approve work shifts, job duties and functions of Physical Education/Athletic personnel

**Direct supervision** provided by this position include the following positions:

**Faculty**

9 Full Time  
17 Intercollegiate Coaches  
27 Assistant Coaches  
25 Adjunct Faculty

**Classified (Full Time)**

1 Secretary  
3 Equipment Attendants  
1 Athletic Trainer

Secondary supervision provided by this position includes student employees.

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**Duties and Functions not in other Assistant Dean Assignments:**

1. Monitor and manage a large transportation schedule (bus, van, autos - 17 sports teams).
2. Fund raising - monitor and manage all fundraising arms of the division.
3. Monitor and manage a large game officials schedule.
4. Manage and monitor team training staff, supplies, travel and medical support staff.
5. Maintain administrative oversight and presence at a large number of home athletic events. On average, two nights per week, often on week-ends.
6. Hire and evaluate Head Coaches and assistant coaches.
7. Attend and participate in all Western State Conference meetings (3) and matters, state level, local level.
8. Manage and monitor both indoor and outdoor facilities including coordination with maintenance, community service, and community and local school sport groups.
9. Manage and monitor Trust account income and expenditures
10. Manage and monitor student eligibility.

**Physical Education, Health and Athletics**

**Standing Committees**

1. Budget
2. Curriculum
3. Facilities
4. Gender Equity
5. Scheduling
6. Scholarship

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SBCC Information Resources Division  
Operational Practices For Faculty and Staff Laptop Computers  
**Revision 2** – March 26, 2001

Faculty and staff members will have the opportunity to request laptop computers in lieu of standard desktop computers based on the following conditions.

1. The working conditions of the employee require much of their work to be done away from the campus office environment for reasons such as district travel, online course support, teaching using mediated materials in multiple non-bunkered classrooms, or working from other remote locations.
2. All laptop computers must be brought to the main college campus at 721 Cliff Drive for computer repair services or direct technical support. These services will not be available at the employee's home or any other non-district facility. Campus Help Desk support will be limited to telephone support during normal working hours (8:00 a.m. to 5:00 p.m.).
3. The employee will be responsible for providing Internet connectivity for the computer at home or at the remote location. The district will not provide general dial-in Internet Services capabilities for access to the SBCC network.
4. The employee will be responsible for the security of the laptop computer at all times both on and off campus. Faculty will notify their department chair and/or Dean immediately if laptop is lost, stolen or damaged.
5. District computer replacement allocations will be used to fund the acquisition and replacement of laptop computers purchased under these operating practices. Laptops will then be placed on the regular replacement schedule.

Requirements for external monitors, keyboards, docking stations, and other peripherals may be funded by the District Technology Committee, but must be considered as new technology requests.