



**DEAN, ONLINE EDUCATION INITIATIVE – ACADEMIC AFFAIRS**

**DEPARTMENT:** Technology  
**COLLEGE:** Central Services  
**SALARY GRADE:** [A2/A3 - I](#)

**POSITION PURPOSE:**

Reporting to the OEI Chief Academic Affairs Officer, the Dean, OEI – Academic Affairs interfaces with a variety of college districts to provide leadership and coordination for the OEI specifically in the areas of transfer level courses, as well as pre-transfer level mathematics, English writing and reading, along with library research skills; leads the development of academic standards in collaboration with the Statewide Academic Senate; develops and monitors standards for compliance with accreditation agencies, state and federal laws governing educational delivery through technology mediation where the student and instructor are not in the same place/time; works with others to develop and implement training and certification of faculty to teach using nontraditional technology methods; develops a budget; integrates the activities of other OEI components; plans programs; and supervises project staff, steering committees, and task forces. This position also coordinates with OEI Consortium colleges regarding academic support services and the Course Exchange.

**NATURE and SCOPE:**

This position is responsible for planning, budgeting, and coordinating program development and implementation with dispersed community college districts across the State of California; online library research education; ensuring compliance with accessibility standards; identifying and developing pathways, credit for prior learning, and academic support.

A primary goal is to increase the number of students that transition from basic skills to college level courses, both online and on-campus. Basic skills via online education, including support for existing courses in the ADT, pre-assessment education, and library research skills are included in the focus.

Additional goals include the review, identification, and implementation of open educational resources that will be made available for use in online courses and programs across the community college system thereby reducing the cost of education for the students.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Work with Statewide Academic Senate to identify and assure compliance with accepted curriculum standards for the delivery and evaluation of instructional course content and support via technology mediation and at a time/distance gap between the student and instructor; ensure compliance that all academic processes and standards will adhere to established distance education guidelines to enable statewide program implementation.
2. Ensure that all academic processes will sufficiently adhere to established distance education guidelines to enable statewide program implementation; develop centralized support for compliance with distance education regulations, such as State Authorization Reciprocity Agreements to support college distance education programs.
3. Oversee organizational activities to ensure consistency with the project's vision and mission.
4. Lead effort to provide increased online modules for pre-assessment review for the California Community Colleges and the California Assessment Initiative (CAI) through collaborative efforts.
5. Lead effort to integrate the digital library developed from the SB 1053 mandate into the courses developed for the California Education Initiative. Lead effort to work with the Professional Development work group to develop training

and professional development on incorporating affordable learning materials as an option for replacing costly textbooks.

6. Assist OEI consortium members and statewide stakeholders to identify strategies to increase the retention and successful completion of online courses and programs. This will include planning for the incorporation of mathematics, English writing and reading, and library research skills into the online courses and programs.
7. Facilitate an enrollment management workgroup within the OEI Consortium.
8. Coordinate with work being done by transfer level courses, prior learning, the OEI Consortium, and other related work groups.
9. Supervise data analytics and accessibility program components.
10. Support courses and degrees in need of basic skills modules and support.
11. Coordinate with @one with basic skills training and faculty leaders in developmental education disciplines.
12. Coordinate with ASCCC for faculty appointments on OEI committees and in OEI workgroups.
13. Monitor, evaluate, and recommend technologies, methodologies and good practices for effective instructional delivery.
14. Ensure integration of academic components of the OEI with technical and student services components.
15. Participate in program assessment and dissemination.
16. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Statistical analysis, program planning, and trend projection.
2. State and federal compliance issues and regulations for distance education.
3. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Title V, Education Code, OSHA, ACE, Accreditation standards for distance education, AB1725, positions and guidelines from the Statewide Academic Senate, National standards online course quality and faculty certification
4. Commonly used computer software and communication media. Course management systems.
5. District policies and procedures.
6. Personnel management.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Strong project management skills.
4. Proven leadership and management.
5. Public speaking and problem solving.
6. Interpersonal skills.
7. Participation and leadership in complex, multifaceted committees and task forces.

### **Education and Experience:**

1. Advanced degree in a related field.
2. Personnel management experience.
3. Demonstrated familiarity with instructional design, methodologies, and alternatives surrounding distance education.

Preferred Qualifications:

1. Three (3) to five (5) years of progressive experience in Online Learning or a related field preferably in the California Community College system.
2. Experience in leading institutional change.
3. Experience with online course development, teaching/learning, faculty development, managing programs, and/or developing and delivering online courses.
4. Experience with open educational resources use and coordination.
5. Experience with identification of student learning outcomes and assessment of student services.
6. Demonstrated experience with integrated budget and planning, and a data driven program review process.
7. Knowledge of admissions processes procedures and reporting requirements.

**WORKING CONDITIONS:**

Environment:

1. Typical office environment including mobile and connected interactions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: April 2015; Revised: August 2017

Ed Code: H-10

Creditable Service: STRS