



**CHIEF ACADEMIC AFFAIRS OFFICER  
FOR THE ONLINE EDUCATION INITIATIVE (OEI) PROGRAM**

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

**POSITION PURPOSE:**

This position is part of an executive management team supporting the statewide Online Education Initiative (OEI). Reporting to the OEI Executive Director, the Chief Academic Affairs Officer interfaces with a variety of college districts to provide leadership and coordination for Online Education specifically in the areas of curriculum integration, 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.

**NATURE and SCOPE:**

This position is responsible for planning; budgeting; hiring; and coordinating course quality standards development and implementation with dispersed community college districts across the State of California, online faculty certification standards, collaboration with training and certification of accessibility standards; basic skills support, and credit by exam and/or credit for prior learning standards development.

A primary goal is to increase the number of Associate Degree for Transfer options. Additional credit degree programs maybe identified via environmental scans and needs assessments. Basic skills via online education are also a focus.

**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 college courses 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. Establish a task force for collaborative development and maintenance of consortium level agreements for participating college districts to determine key success factors, and to ensure that all academic processes will sufficiently adhere to established distance education guidelines to enable statewide program implementation.
3. Oversee organizational activities to ensure consistency with the project's vision and mission.
4. Lead effort to provide increased online courses and Associate Degrees for Transfer within California Community Colleges by collaboratively developing standards and processes for course development.
5. Work with consortium members to create standards and procedures for them to grant credit for prior experience or via credit by exam; and competency-based learning experiences.
6. Assist 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 proctoring and tutoring

standards and practices.

7. Serve as a liaison between advisory and steering committees.
8. Coordinate with work being done by basic skills, prior learning, the OEI Consortium, and other related work groups.
9. Supervise data analytics and accessibility program components.
10. Assess which courses and degrees are needed to meet the mandates of the grant and work with districts to promote the development of such educational assets and certified faculty to teach them.
11. Monitor, evaluate and recommend technologies, methodologies and good practices for effective instructional delivery.
12. Ensure integration of academic components of the OEI with technical and student services components.
13. Participate in program assessment and dissemination.
14. Perform other 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 contacts, 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. Computers: commonly used 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 supervisory 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. Master's degree in a related field.
2. Personnel management experience.
3. Demonstrated familiarity with instructional design, methodologies, alternatives surrounding distance education.

### **Preferred Qualifications:**

1. Three (3) to five (5) years of progressive Academic Administrative experience in and 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 identification of student learning outcomes and assessment of student services.

5. Demonstrated experience with integrated budget and planning, and a data driven program review process.
6. Knowledge of admissions processes procedures and reporting requirements.

**WORKING CONDITIONS:**

Environment:

1. Typical office environment including mobile and connected interactions..

Physical Abilities:

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

Date Approved: March 2014. Revised: December 2021

Ed Code: H-10

Creditable Service: STRS