Dean, Learning Technology & Innovations

Department: Distance and Mediated Learning
College: Foothill College

POSITION PURPOSE

Reporting to the Vice President of Instruction and Institutional Research, manage, advance and promote learning management systems, and distance and mediated learning initiatives across the College community, including Foothill Global Access, ETUDES-NG/SAKAI, SOFIA and Cyber Teachers’ Institute. Coordinate the development of new markets and collaborative agreements for distance learning courses, degree, certificated programs, and software development projects. In cooperation with external corporations and organizations, identify, evaluate and pursue new partnerships and technological opportunities that are a potential benefit to students, faculty, and the college.

NATURE and SCOPE

The Dean of Learning Technology & Innovations serves as an expert to the college on issues related to the development, implementation, and promotion of distance and mediated learning technologies and methodologies.

Develops department budget and project business plans; identifies needs and outcomes of resources requested; hires, trains, and evaluates staff.

KEY DUTIES and RESPONSIBILITIES

1. Provide vision, creativity, and leadership to the Distance and Mediated Learning Division and to college-wide efforts related to learning technology infrastructure and distance learning tools.

2. Direct software development projects; manage program and software release and publication in a fee-for-service environment in addition to open source and open content efforts.

3. Identify, evaluate, and pursue new partnerships and technological opportunities in the area of distance learning. Serve on external boards and committees representing college interests.

4. Collaborate and leverage resources with partners and commercial affiliates; partner with projects to integrate and adopt division-developed programs.

5. Manage program services (ETUDES Alliance and ASP hosting services) and support offered to members and collaborators.

6. Serve as an expert advisor to faculty and staff regarding learning technologies; facilitate the development and implementation of new learning technologies and courses.

7. Develop markets and promotional strategies for distance learning courses, programs, and projects to successfully increase enrollment and college revenues including development of business plans for new ventures.

8. Evaluate ongoing courses and programs, projects, and initiatives for instruction effectiveness and student satisfaction in coordination with faculty, divisions and support services.

9. Develop and offer training programs and support on topics relevant to distance and multi-media instruction in cooperation with college faculty and staff.
10. Develop policies related to the delivery of internal and external program services to maintain integrity and effectiveness of systems.

11. Coordinate district ad hoc working groups to implement, maintain, troubleshoot and improve various technological innovations related to distance learning such as, online admissions and registration; online orientation, assessment, counseling and advising as well as, online tutoring, and the maintenance of instructional servers and web course platforms.

12. Identify, write, and administer grants and revenue-generating proposals for online training and learning technologies.

13. Administer the technical operations of the Distance and Mediated Learning Division.

14. Serve as a resource to faculty and staff in matters related to access requirements, intellectual property, and digital copyright.

15. Develop and administer the annual budget.

16. Remain current on changes and developments in the field of distance learning.

17. Hire, train and evaluate staff to ensure successful and accountable program results.

18. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

19. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

20. Responsible for promoting and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

EMPLOYMENT STANDARDS

Knowledge:

1. Principle and practices of distance learning methodologies and technologies (e.g. Internet, instructional design, web development, video production, etc.) including accessibility tools and techniques.

2. Knowledge of networking and information technology operations and the willingness and aptitude to learn and utilize tools necessary for the maintenance and troubleshooting of distance learning systems.

3. Instructional technology within the community college environment.

4. Software project management and software development cycles including related licensing laws.

5. Grant administration and revenue generating projects.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Ability to develop program standards to ensure quality learning experiences and universal access.
3. Ability to be innovative in planning, developing and producing quality instruction and student services delivered via technology.

4. Ability to communicate effectively and persuasively; relate well with staff and students.

5. Develop, manage and administer self-supporting, entrepreneurial technology-based programs and services.

Education and Experience:

1. Master’s Degree or the equivalent.

2. Three years of successful supervisory experience managing the delivery and implementation of a distance-learning program. Experience should include course design and delivery systems, software development and release, and application of multi-media tools in traditional classroom setting.

Preferred Qualifications:

1. Distance learning teaching experience, preferably online

Working Conditions:

Typical office environment.

DATE APPROVED:
RANGE: K
EEO-CATEGORY: H-11