

## **Human Resources – Central Administration**

The following institution-wide administrators who work at SJVC's central administration in Visalia will support the start and sustainability of the San Diego Campus program migration as described below:

Vice President of Administration and Assistant Vice President: The Program/Campus Director will meet regularly with either the VP of Administration or the Assistant VP every 10 weeks to discuss campus operations such as graduate placement, SLO assessment, student enrollment and attendance, faculty schedules, on-time graduation, staffing, and financial aid.

Vice President of Academic Affairs: The VP of Academic Affairs will provide indirect supervision and technical assistance to the campus concerning academic policies and procedures, faculty professional development, and plans for improving the campus.

Vice President of Student Enrollment Services: The VP of Student Enrollment Services, in collaboration with the Director of Admissions, will ensure that the campus' admissions advisor receives training on college admissions policy and procedures. The VP provides quarterly training to all SJVC admissions staff; which, upon ACCJC approval of this substantive change, will include the admissions staff hired for the San Diego Campus. The VP will also coordinate the marking efforts for the San Diego Campus' academic programs.

Chief Financial Officer and Controller: The CFO and Controller, in collaboration with other college administrators, developed the budget for the San Diego Campus program migration. Once the site is operational, members of the Campus Management Team will communicate directly with the CFO and the Controller concerning any revisions to the two-year campus and program budgets as well as the development of subsequent campus budgets.

Associate Vice President: The Associate VP will assign and coordinate the work of the Corporate Directors of Purchasing, Real Estate, Human Resources, Admissions, Instruction, Public Relations, and Graduate Services to ensure that all necessary preparations are made to support the start of the campus and its program offerings. The VP will also monitor the campus during its first year of operation to ensure that it is running efficiently.

Corporate Director of Instruction: The CD of Instruction will be involved in the hiring of faculty for the CMA, CAMA and AHCM programs. The director will also conduct new faculty orientation to all instructional staff hired for this site. Topics will include teaching methodologies, classroom management techniques, academic policies and procedures, LMS training, SLO assessment, etc.

Corporate Director of Real Estate Development: The CD of Real Estate Development modified the campus' floor plan to include classroom and lab space for the CMA, CAMA and AHCM programs. The Director will oversee construction of the site to ensure that the facility meets the requirements of SJVC and the Commission on Dental Accreditation. The Director's future communication with members of the San Diego Campus Management Team will revolve around facility issues or needs that may arise.

Corporate Director of Purchasing & Facilities: The CD of Purchasing & Facilities provided substantial input into the development of the **Program Equipment Lists (Tab 17a-c: Tab 17a - [CMA/CAMA Program Equipment List](#); Tab 17b - [AHCM Program Equipment List](#); Tab 17c - [Classroom Equipment List](#))** for the San Diego Campus, which includes every piece of equipment and supplies required for the CMA, CAMA and AHCM programs. Once the site is operational, the Director and the campus' Facility Manager will work together to assure that necessary equipment and supplies are in stock and in good working condition.

Corporate Director of Admissions: The CD of Admissions will provide training to the San Diego Campus Admissions Advisors on SJVC admissions policy and procedures. Once the campus is started, the Director will also provide any technical admissions support and she will monitor the campus' admissions process to assure compliance with SJVC's admissions policies.

Corporate Director of Public Relations: The CD of Public Relations will assist the San Diego Campus Program/Campus Director by developing ad hoc student and employee marketing campaigns, including the creation of collateral marketing materials and determining the optimum mechanism for delivering the campaign. The director will also generate public relations programs with students to improve retention and success.

Corporate Director of Graduate Services: The CD of Graduate Services and her staff will provide initial training for the San Diego Campus Career Services Representative. The Director's staff will also provide any technical support needs that may arise and will monitor the campus' graduate placement to ensure that goals are met.

The Career Services Department conducts periodic trainings and provides other professional development opportunities for Career Services staff. Pending ACCJC approval of this substantive change, the individual that will be hired as the San Diego Campus Career Services Representative will participate in these periodic trainings.

Corporate Director of Curriculum & Assessment: The CD of Curriculum & Assessment will provide faculty training on SLO assessment and the use of the LMS as a tool in the assessment process, including the creation of electronic grading rubrics linked to SLOs. She and her staff will also schedule and coordinate the instructional program review process.

Corporate Director of Human Resources: The CD of Human Resources and her staff will be indirectly involved in the faculty hiring process; namely, by ensuring that all steps within the hiring process are properly executed. They will also provide future support in the areas of harassment prevention training, employee/student disputes, performance evaluations, etc.