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DEAN FOR LEARNING ADVANCEMENT AND THE VIRTUAL CAMPUS

[Anne Arundel Community College](#) in Maryland

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Date Posted September 3, 2015
Type Tenured, tenure track
Salary Not specified

Employment Type Full-time

DEAN FOR LEARNING ADVANCEMENT AND THE VIRTUAL CAMPUS

FUNCTION

The Dean for Learning Advancement and the Virtual Campus provides leadership and vision for continuous planning, and evaluation of the colleges Truxal Library, Supplemental Instruction (SI), eLearning initiatives, weekend college, special sessions, off-site programs, prior learning assessment and institutional professional development. The Dean for Learning Advancement implements, maintains, and monitors initiatives designed to promote student enrollment, retention, success, and completion of certificates, degrees, and professional certifications of students in specially formatted learning environments. The Dean is responsible for effective budget management and fiscal operations for cost centers. The Dean regularly participates in academic and strategic planning initiatives designed to further the mission and vision of the college and areas of responsibilities. The Dean oversees the performance of the administrators, faculty and professional and support staff within

the unit and contributes to the evaluation of departmental and continuing education faculty assigned to areas of responsibility associated with the virtual campus and other function areas within the unit and shares responsibility with other deans for hiring, supervising and evaluating current and new full and part-time faculty. This position also supervises staff performing special sessions learning functions.

SUPERVISION

General Supervision

President

Daily Supervision

Vice President, Learning

DUTIES AND RESPONSIBILITIES

- Provide leadership and vision for the creation, strategic planning, and evaluation of distance education initiatives. Responsible for expansion of online degree and non-degree programs, online business training solutions for corporate and non-profit clients, and eLearning technology through strategic planning and budgeting for technology, training, and course development. Establish protocols, policies and systems to ensure quality and effectiveness in online course delivery and design, including but not limited to requirements for full-time online faculty and classroom observations processes. Supervise the Director, eLearning and Instructional Technology.

Provide leadership and direction in the planning, development, implementation, management and support of Truxal Library, the SI program, weekend college, off-campus programs, prior learning assessment, and special sessions. Supervise the Director, Truxal Library, the Director, Off-site and Weekend College, the Coordinator, SI.

- Provides leadership for institutional professional development for full-time and

part-time credit and continuing education educators and staff including college orientation sessions, Learning College programming, summer institutes, faculty mentoring programs, and professional development workshops. Promote best practices in teaching and learning. Oversee the development and implementation of special instructional projects, faculty awards and presentations. Supervise the Manager, Institutional Professional Development and part-time faculty; the Coordinator, Academy of Excellence; and faculty mentors.

- Develop, implement, and maintain systems to ensure that online and adult learners are fully supported by a range of student success services that are delivered at any time, to any place, to learners with academic, professional, and life enrichment goals. Participate in college committees, work teams and councils as appropriate and in state, regional and national activities that align with responsibilities. Serve as chair designee of the Committee on Teaching and Learning for the Vice President for Learning.
- Manage the development and implementation of policies and processes for achieving the colleges mission related to the distance education, institutional professional development, weekend college, special sessions, and off-campus sessions.
- Work with deans, directors and managers in credit departments, continuing education, contract training, and community services programs to develop and implement enrollment strategies to attain program and market share goals for online, weekend college, off-campus and special sessions offerings. Collaborate with campus administrators to structure and market comprehensive schedules of distance and special sessions credit and non-credit courses that responds to scheduling needs of the general public, targeted audiences, and cohorts. Work with deans, directors, and managers in credit departments, continuing education, contract training, and community services programs to create strategies to enhance student retention and success college wide.
- Assure compliance with federal and state regulations, including the Code of Maryland Regulations (COMAR), Maryland Higher Education Commission (MHEC) and the Commission on Higher Education of the Middle States Association (CHE/MSA) as applicable to distance and off-site delivery of courses and programs.
- Maintain statistical data on enrollments, success/retention, fiscal efficiencies,

and operations; conduct routine short- and long-range analysis of the data.

- Provide effective budget management and fiscal operations for cost centers, including virtual campus, weekend college, off-site programs, and the office of institutional professional development. Oversee negotiation of contracts and agreements for delivering, receiving, and/or production of services related to operations within scope of responsibility. Direct the efforts of staff and faculty in the pursuit of grant funds for School departments and projects as relevant to areas of responsibility.
- Recommend new or progressively modified initiatives for distance delivery and collaborate with deans and directors in expanding their distance delivery development. Participate in the evaluation and acquisition of technologies and networks for the production and delivery of distance education instruction, support, and services. Work closely with the information technology department, learning resources department and other technology users within the
- college to identify and implement technologies and networks that affect the function and purposes of the function area.
- Directly supervise managers, faculty and staff in existing and new distance education related positions. Oversee the evaluation process for administrators and professional and support staff and contribute to the evaluation of departmental and continuing education faculty assigned to areas of responsibility in the Virtual Campus. Make recommendations to the Vice President, Learning concerning hiring, promotions, and terminations as necessary.
- Attend regular meetings of the colleges Board of Trustees.
- Performs other related duties as assigned.

QUALIFICATIONS

- A Master's degree or higher in instructional technology, distance education, higher education leadership or a related field required;
- Minimum of five years professional distance learning experience in a post secondary institution, three years that must have been in a supervisory capacity. Online teaching experience is very desirable;
- Must have demonstrated abilities for program planning and management,

systems development, supervising, budget management and leadership for promoting student enrollment, learning, and program completion.

- Excellent organizational, problem solving and conflict resolution skills;
- Excellent oral, written and interpersonal communication skills, including the ability to make public presentations;
- Demonstrated leadership in academic affairs and college governance;
- Ability to deal effectively and tactfully with students, faculty, staff, administrators, other areas of higher education and K-12 leaders, community and business representatives, and the public;
- Demonstrated commitment to the philosophy and mission of a comprehensive community college;
- Demonstrated commitment to diversity.

For more information or to apply, please visit <https://careers.aacc.edu>

Anne Arundel Community College is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristic protected by law. We are committed to the power of diversity and the strength it brings to the workplace.

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