



**Vice President of Instruction Duties  
March through Spring 2018 Semester**

To support the faculty and the Office of Instruction, the following projects/assignments are divided accordingly:

**President**

- IDEans
- ACES (with David Reed)
- Coordinate final FTES targets (in-line with budget) and communicate to deans (completed)
- Oversight of Standard 1 for Accreditation

**Dean of Humanities and Social Sciences**

- TIDE Academy (shared with Leonor Cabrera)
- IPC and IPC Program Review (working with Chrissy Kincer)

**Dean of Math & Technology**

- Curriculum Committee (shared with Phillip King)
- Coordinate Equivalency as needed

**VPA**

- Dean of BDW Screening and Hiring Committee
- Ongoing Engagement with Bldgs. 1 and 23
- Program Review for Office of Instruction (with Phillip King)
- Office of Instruction signatures

**VPSS**

- Director of Professional Development and Innovation (need to select interviewees)
- Coordinate with ASGC Hyla Lacefield and Diana Tedone: request for reassigned time for Guided Pathways
- Ensure follow up about transition for Dean of Math and Science
- Grade Grievances
- Coordinate with deans for faculty/coordinator evaluations and sign-off on all faculty evaluations
- KAD Signatures

**District Support**

- Title IX assistance

**Dean of Counseling**

- Mural Support

**Staffing and Reporting – New direct/report relationships during interim:**

**President**

- Deans James Carranza, Lenore Cabrera, and Janet Stringer

**VPSS**

- Kinesiology, Athletics and Dance; Director of PD; and Allison Hughes, Instructional Technologist

**VPA**

- Chrissy Kincer and Jose Pena, Office of Instruction