



**MiraCosta College**  
**Instructional Services**  
**Division**

# Instructional Services Division Overview

The MiraCosta College Instructional Services Division is responsible for all of the college's academic programs. With the assistance of department chairs, deans, faculty and staff, the college's instructional programs are proposed, developed, and implemented for the primary purpose of providing opportunities for students to achieve their desired educational goals. Such goals include associate degrees, a baccalaureate degree, certificates of achievement and proficiency in many career and technical education areas, diplomas and certificates in the noncredit program for adults seeking to finish their basic or high school education, and fee based training.

The division, led by the vice president, Instructional Services, oversees articulation, catalog production, class scheduling, curriculum, and the administration of the college's academic programs. It is organized into five schools and five areas of instructional responsibility as follows:

- Schools:
- Arts and International Languages
  - Behavioral Sciences, History, and Adult Education
  - Career & Technical Education and Workforce Development
  - Letters and Communication Studies
  - Mathematics and Sciences
- Instructional Areas:
- San Elijo Campus Site Administration
  - Community Learning Center Site Administration
  - Library and Academic Information Services
  - Curriculum and Articulation Support
  - Technology Career Institute

## Division Leadership & Administration Vice President, Instructional Services

As chief instructional officer for MiraCosta College, the vice president, Instructional Services, oversees the administrative functions of the division, which includes the deans and their support staff as well as other direct reports who have specific areas of responsibility. The vice president does the following:

- Works collaboratively with faculty via the Academic Senate Council, department chairs, and Academic Affairs
- Provides leadership for college governance
- Assists in the organization of Comprehensive Master Planning
- Analyzes and plans class scheduling, which includes scheduling of classes, overseeing enrollment management, developing scheduling guidelines, maximizing room utilization, and overseeing faculty assignments
- Provides leadership in development of the District Calendar
- Develops the college catalog
- Develops the annual Student Planning Guide
- Develops and maintains course management, enrollment data, faculty load card, program review, student learning outcomes, and room scheduling data systems
- Assists in the curriculum process
- Organizes applicable state reporting and state and federal grants
- Ensures compliance with California Ed Code, Title 5, accreditation standards, and college policies and procedures and implements their mandates
- Produces instructional publications
- Coordinates faculty evaluations
- Maintains instructional records
- Deals with student issues
- Leads instructional budget development and planning
- Provides leadership in emergency management
- Provides support to faculty through the school deans
- Assists with Student Learning Outcomes (SLO) implementation
- Produces student Certificates of Proficiency
- Provides data analysis
- Organizes instructional equipment requests
- Organizes college technology, online education course management, and emerging technologies
- Provides for career technical outreach to the community

# Division Organization

## School of Arts and International Languages

The School of Arts and International Languages includes study abroad, general education, and major preparation courses and programs within the art, dance, international languages, music, and theatre and film areas of study.

### A. Academic Departments and Disciplines

- Art Art
- Dance Dance
- International Languages Chinese  
French  
German  
Italian  
Japanese  
Spanish
- Music Music  
Music Technology
- Theatre & Film Dramatic Arts  
Film

### B. Administration

The dean of Arts and International Languages reports to the vice president, Instructional Services, and provides leadership and support for five academic departments. As an administrator, the dean participates in college governance through membership on various college committees.

### C. Dean Responsibilities

Study Abroad. As the supervising academic dean of Study Abroad, the dean works with the Institute for International Perspectives coordinator to support opportunities for study abroad programs. These are currently implemented through college consortiums.

City of Oceanside Arts Commission. Representing MiraCosta College, the dean serves as a Commissioner on the Arts Commission, an advisory committee to the Oceanside City Council. The Arts Commission's mission is to promote awareness and engagement of the arts as a vehicle for cultural and economic development in Oceanside.

Foundation. The dean serves as an interface between Instruction and the MiraCosta College Foundation.

## Division Organization

### School of Letters and Communication Studies

The School of Letters and Communication Studies includes basic skills, general education, and major preparation courses and programs within the English language, composition, communication, special education, reading, philosophy and religious studies, literature, and humanities areas of study.

#### A. Academic Departments and Disciplines

- |                                       |   |
|---------------------------------------|---|
| • Communication Studies               | Communication Studies   |
| • Credit English as a Second Language | Credit English as a Second Language   |
| • Letters, Pre-Transfer               | American College English<br>Pre-transfer English<br>Reading (30)<br>Learning Skills |
| • Letters, Transfer                   | Transfer English<br>Humanities<br>Linguistics<br>Literature<br>Reading (100, 101)   |
| • Philosophy and Religious Studies    | Philosophy<br>Religious Studies   |

#### B. Administration

The dean of Letters and Communication Studies reports to the vice president, Instructional Services, and provides leadership and support for five academic departments. Additionally, the dean oversees the day-to-day operations of the San Elijo Campus. As an administrator, the dean participates in college governance through membership on various college committees.

#### C. Dean Responsibilities

San Elijo Campus Administration. The dean supervises the instructional programs offered at the San Elijo Campus as well as the site's comprehensive student support services, which includes admissions and records, bookstore, counseling, library, tutoring, writing support, language laboratory, and campus police.

Honors Scholar Program (HSP). The dean carries the administrative responsibilities for the Honors Scholar Program, working closely with the faculty Honors coordinator. These responsibilities include scheduling honors courses and contracts, collaboratively developing program requirements and outcomes, coordinating collateral and promotional materials, communicating with honors faculty, monitoring budget expenses, assessing program needs and outcomes, and maintaining compliance with the UCLA Transfer Alliance Program (TAP) and UCI Honors-to-Honors.

Professional Growth & Evaluation (PG&E). The Board of Trustees is responsible for ensuring that all full-time faculty are evaluated as required by California Education Code. At MiraCosta College, the Academic Senate has been charged to design and deliver a faculty evaluation process. The dean helps ensure the process adheres to Education Code requirements. Together with the Instructional Services' staff, the dean shepherds the faculty-developed evaluation process and its deadlines. All faculty evaluation records are maintained in Human Resources.

Schedule Development. In collaboration with the other instructional deans and Instructional Services staff, the dean reconciles schedule conflicts and room utilization in order to ultimately create and publish an annual schedule of course offerings. The dean also coordinates information for courses requiring specialized enrollment mechanics.

Learning Communities. The dean carries administrative responsibilities for the Learning Communities program. Working collaboratively with the faculty co-chairs, these responsibilities include creating and producing promotional materials, monitoring budget expenses, assessing program needs and outcomes, and implementing an action plan to imbed learning communities into the academic framework of the college.

# Division Organization

## School of Career & Technical Education and Workforce Development

The School of Career & Technical Education (CTE) and Workforce Development includes most of the college's career and technical education programs, the CTE Transitions program, career studies and services. The school, as a whole, is responsible for supporting all of the college's career and technical education programs. Additionally, the school includes all community services, and the Small Business Development Center. The dean also serves as the designated CTE dean for the college as required by California Education Code.

### A. Academic Departments and Disciplines

- |                                      |   |
|--------------------------------------|---|
| • Administration of Justice          | Administration of Justice   |
| • Automotive Technology              | Automotive Technology   |
| • Business                           | Accounting<br>Business Administration<br>Real Estate  |
| • Career Studies and Services        | Career and Life Planning<br>Career Counseling<br>Cooperative Work Experience<br>Education<br>Internship Studies<br>Student Employment |
| • Child Development                  | Child Development Education   |
| • Computer Science                   | Computer Science  |
| • Computer Studies                   | Business Office Technology<br>Computer Studies &<br>Information Technology  |
| • Design                             | Architecture<br>Drafting  |
| • Horticulture & Hospitality         | Horticulture<br>Hospitality   |
| • Kinesiology, Health &<br>Nutrition | Health<br>Nutrition<br>Kinesiology<br>Massage Therapy   |
| • Media Arts and<br>Technologies     | Media Arts and Technologies   |
| • Nursing and Allied Health          | Nursing<br>Pharmacology<br>Surgical Technology  |



## B. Administration

The dean of Career & Technical Education and Workforce Development reports to the vice president, Instructional Services, and provides leadership and support for 12 academic departments. The Nursing and Allied Health Program associate dean and the Child Development Center director report to the dean of Career & Technical Education and Workforce Development. The not-for-credit (fee-based programs) director and the director of the Small Business Development Center reports to the dean of Career & Technical Education and Workforce Development. As an administrator, the dean participates in college governance through membership on various college committees, the Region 10 Workforce Development Council, community committees, and serves on the City of Oceanside Economic Development Commission (vice chair for 2016/17).

## C. Dean Responsibilities

Perkins IV Administrator. The dean of Career & Technical Education and Workforce Development coordinates all aspects of The Carl D. Perkins grant, including posting annual requests for funding, training, serving as chair on the Perkins Planning Team, and ensuring that quarterly and annual reports are completed accurately and on time.

As administrator of the Perkins IV grant, the dean of Career & Technical Education and Workforce Development prepares and submits MiraCosta College's annual and five-year Perkins Grant applications.

CTE Curriculum Liaison to Faculty. The dean of Career & Technical Education and Workforce Development is responsible for assisting faculty with the development and implementation of all CTE programs, regardless of the school where the program resides. This includes facilitating discussions about how the college can meet both community workforce development goals and individual personal and professional goals through curriculum development of credit CTE programs. The dean is also responsible for ensuring that new program development meets the goals and needs of the region as determined by the San Diego and Imperial Counties Community Colleges Association (SDICCA) Region X colleges. This includes procuring program approval via SDICCA's approval process.

Upon approval by SDICCA, the dean of Career & Technical Education and Workforce Development assists faculty with the development and submission of career and technical education program approval applications for consideration by the state chancellor's office and follows up on any questions, concerns, or delays if needed.

Curriculum Development, Support, and Title 5 Compliance. The dean of Career & Technical Education and Workforce Development serves on the Courses and Programs governance committee as the administrative lead for all issues related to Title 5 compliance in relation to curriculum and academic policies and procedures. Duties include providing administrative leadership, guidance, and support to staff and faculty on Title 5 issues, reviewing impacts on current practices, policies, and procedures, and recommending ways in which the college should address changes collegially while remaining in compliance. The dean of Career & Technical Education and Workforce Development serves as the administrative representative to the Technical Review Committee.

Child Development Center. The dean serves as the supervising academic dean of the Child Development Center, which functions as both an instructional laboratory for career training and a service and educational opportunity for children ages 18 months to 5½ years. The center houses a director, who reports to the dean, a program specialist, lead instructional faculty for six classrooms, an office specialist, and various instructional aides.

CTE Transitions. The dean serves as the supervising academic dean of the CTE Transitions program, which awards college credit to high school students who earn an "A" or "B" in career-related articulated high school courses.

Community Services and Business Development Program. The Technology Career Institute is located in Carlsbad. The TCI provides opportunities for personal and professional development, skill improvement, career advancement, cultural enrichment, and recreational enjoyment on a not-for-credit basis. The business development arm of this program works with employers to offer specialized training that will help their employees improve skills specific to their profession.

The Community Services and Business Development program also oversees the English Language Institute, designed to help international students prepare for appropriate MiraCosta credit courses. Classes offered through Community Services and Business Development are fully

supported financially through enrollment fees and employer contracts. The program employs a director, along with permanent and temporary staff and contractors.

#### Small Business Development Center/Business and Entrepreneurship Center.

The Small Business Development Center (SBDC) and the Business and Entrepreneurship Center (BEC) are housed in the same office located at the TCI. The two programs provide different but complementary services under the same director, but are funded from different sources and serve somewhat different regions.

The Small Business and Development Center of North San Diego County (all of San Diego County north of Interstate 8) is funded by federal, state and district resources. The SBDC provides consulting services and workshops for small businesses within the service area. The Center is dedicated to increasing the economic vitality of the community by helping small businesses and entrepreneurs build a foundation for success.

The Business and Entrepreneurship Center, which began operation in July 2010, is one of seven regional centers throughout California funded primarily through the Economic and Workforce Development Department of the California Community Colleges Chancellor's Office. The BEC serves all of San Diego County and Imperial County, providing entrepreneurial training to persons of all ages, including young persons aged 14 to 27.

## **Nursing and Allied Health**

### **Programs**

- Registered Nursing Program-generic
- Collaborative nursing program between MiraCosta and California State University, San Marcos
- Transition Program-Licensed Vocational to Registered Nursing
- Licensed Vocational Nursing Program
- Certified Nursing Assistant Program
- Home Health Assistant Program
- Surgical Technology Program
- Continuing Education for Health Professionals Provider Program (CEUs)

### **Associate Dean Responsibilities**

The associate dean of Nursing and Allied Health reports to the dean of Career & Technical Education and Workforce Development and provides leadership and support for the Nursing & Allied Health Department and its instructional programs. As an administrator, the associate dean participates in college governance through membership on various college committees. The associate dean also represents the college in community groups, health care agencies, and other professional organizations.

The associate dean coordinates all the programs and curricula in the Nursing and Allied Health Department with licensing agencies, boards, assigned consultants, and regulatory bodies while implementing rules and regulations as needed. The associate dean assumes responsibility for the process of accreditation and preparation of reports and visits of licensing agencies and maintains contractual relationships and obligations with local healthcare organizations. The associate dean assists with obtaining outside funds and resources for the nursing and allied health programs. The associate dean oversees and participates in advisory committee meetings and maintains strong community ties for all of the allied health programs.

## Division Organization

# School of Mathematics and Sciences

The School of Mathematics and Sciences includes basic skills, general education, and major preparation courses and programs within the mathematics and quantitative reasoning, social science, and physical and biological science areas of study.

### A. Academic Departments and Disciplines

- Biological Sciences
  - Biology
- Biotechnology
  - Biotechnology
  - Biomanufacturing Baccalaureate Degree
- Chemistry
  - Chemistry
- Mathematics
  - Mathematics
- Physical Sciences
  - Astronomy
  - Earth Science
  - Geology
  - Oceanography
  - Physical Science
  - Physics
- Social Science
  - Anthropology
  - Economics
  - Geography
  - Political Science

### B. Administrative Responsibilities

The dean of Mathematics and Sciences reports to the vice president, Instructional Services, and provides leadership and support for six academic departments. The directors of the Math Learning Center, the Writing Center, Tutoring & Academic Support Center and Online Education report to the dean of Math and Sciences. As an administrator, the dean participates in college governance through membership on various college committees.

### C. Dean Responsibilities

Math Learning Center. The dean serves as the supervising academic dean for the Math Learning Center, which supports math instruction and is housed in the Library and Information HUB at both the Oceanside and San Elijo campuses and the Academic Support Center at the Community

Learning Center. A full-time faculty director oversees the lab where students receive help from tutors and/or computer-aided instruction. The centers support both pre-transfer and transfer level courses.

Writing Center. The dean serves as the academic administrator for the Writing Center, which assists students with their writing assignments for any course. The Writing Center offers appointments, learning communities, classroom assistance, student success workshops, and drop-in service at the Oceanside and San Elijo campuses, as well as the Community Learning Center. A full-time faculty director oversees the center, which is supported by a program specialist and 25-35 part-time, trained writing consultants.

Tutoring & Academic Support Center. The dean serves as the supervising academic dean for the Tutoring & Academic Support Center (TASC) which is committed to enhancing student retention and success by providing assistance to students through innovative academic support services. TASC offers a comprehensive, free peer tutoring program for any student enrolled in courses at MiraCosta College. A full-time faculty director oversees TASC.

Online Education. The dean serves as an advocate for online education, collaborates on curriculum issues related to online education, works with the instructional deans in scheduling online classes, and promotes faculty training and the development of new services. Under the direction of the dean, the faculty director of Online Education supports faculty with training in information technology for teaching and learning, develops and promotes technologically mediated programs for distance learning, and provides virtual student services and oversight of the Technology Innovation Center (TIC).

## Division Organization

### School of Behavioral Sciences, History, and Adult Education

The School of Behavioral Sciences, History, and Adult Education includes credit courses and programs in History, Psychology and Sociology as well as all noncredit programs within the Adult High School, English as a Second Language (ESL), Short-Term Vocational, and other noncredit departments.

#### A. Academic Departments and Disciplines or Adult Education Programs

<b>Credit</b>
---------------

- History
- Psychology
- Sociology

<b>Noncredit</b>
------------------

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Adult High School</li> <br/> <li>• Noncredit English as a Second Language</li> <li>• Noncredit Short Term Vocational</li> <li>• Other Noncredit</li> </ul> | <ul style="list-style-type: none"> <li>Adult Basic Education</li> <li>Adult High School Diploma Program</li> <br/> <li>Noncredit Short-Term Vocational</li> <li>Noncredit Workforce Preparation</li> <li>Education for Older Adults</li> <li>Health &amp; Safety</li> <li>Parent Education</li> <li>Special Education</li> </ul> |
|---|--|

#### B. Administration

The dean of Behavioral Science, History, and Adult Education reports to the vice president, Instructional Services, and provides leadership and support for seven academic departments including noncredit adult programs. Additionally, the dean oversees the day-to-day operations of the Community Learning Center (CLC). As an administrator, the dean participates in college governance through membership on various college committees.

#### C. Dean Responsibilities

CLC Site Administration. The dean supervises the instructional programs offered at the CLC as well as the center’s comprehensive student support

services, which includes admissions and records, bookstore, counseling, library, tutoring, writing support, and campus police.

Adult High School. MiraCosta College provides classes for adults who wish to obtain their high school diploma. Some classes are also appropriate for individuals who wish to increase skills in preparation for college course work, employment or advancement in the workplace, or personal growth. Classes are open to adults 18 years of age or older. Individuals who are under 18 years of age who can benefit from instruction may be allowed to enroll. The Adult High School is accredited by the Western Association of Schools and Colleges (WASC).

Noncredit Programs. MiraCosta College offers noncredit classes in each of the authorized categories of noncredit instruction: elementary and secondary basic skills, English as a Second Language (ESL) and citizenship, health and safety, older adults, parenting, special education for adults, and short-term vocational. Classes are held throughout the district area.

Adult Education Block Grant: Mira Costa College is a recipient of AEBG through the California Community Colleges Chancellors Office (CCCCO). MCC is the administrative lead and fiscal agent of the Coastal North County Adult Education Consortium (CNCAEC). The Coastal North County Adult Education Consortium (CNCAEC) was established in spring 2014. Through the consortium, K-12 school districts in North San Diego County work with MiraCosta College to develop and implement a comprehensive plan to better serve the educational needs of adults in our region. CNCAEC members are MiraCosta College, Carlsbad Unified School District (CUSD), Oceanside Unified School District (OUSD), and San Dieguito Union High School District (SDUHSD), all of which are within the geographic boundaries of the MiraCosta College Community College District. Additionally, the consortium includes partner organizations that represent local community agencies and community based organizations.

Noncredit Student Support and Success Program (NCSSSP): The Noncredit Student Success and Support Program (NCSSSP) plan aids the college or noncredit adult education program in planning and documenting how SSSP services will be provided to noncredit students. The goal of this program is to increase student access and success by providing students with core SSSP services to assist them in achieving their educational and career goals.



Workforce Innovation and Opportunity Act (WIOA) Title II Grant: WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development:

- 1) employment and training services for adults, dislocated workers, and youth and Wagner-Peyser employment services administered by the Department of Labor (DOL) through formula grants to states; and
- 2) adult education and literacy programs and Vocational Rehabilitation state grant programs that assist individuals with disabilities in obtaining employment administered by the Department of Education (DoED).

Emergency Preparedness. As site coordinator, the dean serves as incident commander for the campus, with responsibilities as outlined in the College's Emergency Preparedness Plan.

Student Discipline: The dean is responsible for administering the Student Code of Conduct, due process and student discipline, adjudicating student appeals and grievances at the Community Learning Center.

## Division Organization

### San Elijo Campus Site Administration

The San Elijo Campus provides credit courses and programs as well as a broad range of not-for-credit, fee-based Community Services classes and workshops. Campus services include Admissions & Records, Counseling, Career Center, Tutoring, Writing Center, Testing, Transfer Center, Disabled Students Programs & Services, Health Services, and Student Activities.

#### A. Administration

The dean of Letters and Communication Studies is responsible for overseeing day-to-day operations of the San Elijo Campus (SEC). As an administrator, the dean participates in college governance through membership on various college committees, community committees, and the President's Cabinet.

#### B. Dean Responsibilities

San Elijo Campus Site Administration. The dean supervises the daily operations of the San Elijo campus, including working with instructional deans to schedule rooms, managing facilities, assisting faculty with classroom management issues, assisting the associate dean of student services with student discipline, managing the San Elijo budget, and representing the college in the southern end of the district at a variety of civic and public functions.

Community Representation. The dean maintains positive relationships with the Encinitas Union School District and San Dieguito Union High School District as well as the Del Mar, Solana Beach, and Encinitas City Councils and mayors, and other local, community-based organizations.

District Representative. The dean represents MiraCosta College in the southern end of the district as a member of the City of Encinitas Cultural Tourism Committee.

Emergency Preparedness. As site coordinator, the dean serves as incident commander for the campus, with responsibilities as outlined in the College's Emergency Preparedness Plan.

## Division Organization

### Community Learning Center (CLC) Site Administration

The Community Learning Center (CLC) is an integral part of the instructional unit of the college by providing noncredit courses in four programs: Adult High School, Noncredit ESL, Noncredit Short Term Vocational program, and Other Noncredit programs that include special education and older adult courses. CLC also houses several credit courses which help in transitioning students from noncredit to credit programs. Campus services include enrollment services, counseling, tutoring, writing center, library services, and open learning lab.

#### A. Administration

The CLC has one on-site administrator, dean of Behavioral Sciences, History and Adult Education, who reports to the vice president, Instructional Services, and oversees the day-to-day operations of the campus. As an administrator, the dean participates in college governance through membership on various college committees, community committees, and the President's Cabinet.

#### B. Dean Responsibilities

CLC Site Administration. In addition to the leadership of the instructional programs assigned to this position, the dean supervises the daily operations of the Community Learning Center, including supervision of student services at the site, managing facilities, being the student disciplinary officer, assisting faculty with classroom management issues, managing the CLC budget, and representing the college in the district at a variety of civic and public functions.

Community Representation. Since MiraCosta College is the sole provider of adult education for the cities of Carlsbad, Oceanside and the San Dieguito District, the dean is part of organizations in San Diego County that have, at a forefront, the agenda of advancing and improving adult education.

Emergency Preparedness. As site coordinator, the dean serves as Incident Commander for the campus, with responsibilities as outlined in the College's Emergency Preparedness Plan.

## Division Organization

### Library and Academic Information Services

Academic Information and Library Services (AIS) is charged with the planning, evaluation, acquisition, implementation, development, maintenance, and support of new and existing technology in accordance with the district’s Comprehensive Master Plan, Technology Plan and the Program Review process. As such, AIS is responsible for administrative systems, network and telecommunications, servers and Web applications, media services, classroom technologies, college computer labs and desktop computing, helpdesk, technology training, user support services, instructional Library Department, and Library operations. Additionally, AIS manages the district budget and cycles for technology and equipment replacement as part of its regular operational duties and responsibilities.

#### A. Academic Departments and Workgroups

Academic Departments	
Interdisciplinary Studies	
Library	
Workgroups	
Library Operations	Instructional Technology
End User & Client Services	Media Services
Enterprise Systems	Technical Services
Help Desk & Training	

#### B. Administration

The dean of Academic Information and Library Services reports to the vice president, Instructional Services, and provides leadership and support to four workgroups. As an administrator, the dean participates in college governance through membership on various college committees.

#### C. Dean Responsibilities

Library and Information Hub. The dean oversees library instructional and operational services at all district sites, supporting a wide range of resources and services including student research assistance, general and subject specific library orientations/workshops, circulation services, interlibrary loans, reserve collections, and “smart” group study facilities.

The librarians provide a 24/7 online chat reference service; email, phone, and text contact are also available. Librarians also teach credit classes covering college research skills, research in the digital age, and topics in library science, as well as providing internship studies. The library collection houses over 265,000 titles with approximately 173,000 eBooks; additional online resources include access to over 90 databases and streaming media. These resources are available online, via a mobile library application, and a library portal embedded in Blackboard and Moodle.

Enterprise Systems. Under the direction of the AIS dean, the programming staff works to develop, support, and enhance administrative computing services (PeopleSoft) in support of Student Services, Instructional Services, Business and Administrative Services, and Human Resources as well as district-wide Web support, including design and maintenance of the Web portal.

Technical Services. Under the direction of the AIS dean, the AIS staff maintains two data centers (Oceanside and San Elijo) that include a robust voice, data, and video network comprised of 5,340 data ports, 120 wireless access points, 900 telephones, 89 emergency broadcasting speakers, and 257 servers. The data centers provide Internet connectivity, data security, disaster preparedness, and data backup and recovery.

Instructional and PC Services. The dean oversees the installation, support, and maintenance of all desktop computers and software for faculty, staff, and student computer labs for a total of 2,439 personal computers and laptops plus 213 printers and networked copiers.

Media Services. The dean oversees Media Services, which provides an array of classroom support services to faculty, staff, and departments as all classrooms are fitted with multimedia technology equipment. Media Services assists faculty with classroom instructional technology (i.e., media stations, projectors, and document cameras), hands-on training, media production, special events setup, podcasting, live streaming, videoconferencing, digital signage design and setup, and equipment loans.

Help Desk & Training. The AIS dean oversees help desk services for faculty, staff, and students as well as training in information technology for teaching, learning, and service at the college.

## Division Organization

### Curriculum and Articulation Support

Under the direction of the vice president, Instructional Services, the division is supported by an articulation officer, an enrollment systems specialist, a functional specialist, a technical writer, and a technical support specialist. The curriculum support functions include the following:

- Design and develop software procedures and queries from college databases
- Maintain and provide technical support and user training for the college's curriculum and Student Learning Outcomes (SLO) management systems
- Develop, maintain, and provide technical support and user training for the college's enrollment data management and faculty load card systems
- Maintain and support the Student Enterprise Resource Planning (ERP) system (PeopleSoft); provide technical and functional support to end-users and programmers via training, troubleshooting, reports, modifications, and upgrades
- Produce both the online and print college catalog; maintain and provide technical support and training for the catalog management system
- Collaborate with the instructional deans to produce the college credit and noncredit schedule; provide quality assurance by analyzing the accuracy of the data
- Assist and support program review
- Assist and support the development and maintenance of division written materials and publications
- Provide Management Information System (MIS) and state reporting support
- Provide administrative and technical support to the Courses & Programs Committee
- Work with faculty on creating and modifying curriculum and preparing course proposals for Technical Review Committee and Courses and Programs Curriculum Committee (CPCC) review
- Serve on the Technical Review Committee to review proposals for accuracy and compliance with California Education Code, Title 5, Accreditation Standards, and college policies and procedures

- Track and document curriculum approvals; submit approved curriculum to the Academic Senate Council, route to other councils, and, once approved by the Academic Senate Council, submit to the Board of Trustees
- Maintain all courses, schedules, enrollment limitations, and requisites within PeopleSoft
- Support the Basic Skills coordinator to monitor the basic skills budget, prepare a budget worksheet for each grant year, track expenditures, and work with Fiscal Services to prepare an annual report to the state
- Provide administrative support for 25Live (room scheduling software), which includes routing event requests to appropriate schedulers and coordinating classroom scheduling.

The articulation support functions include the following:

- Serve as the liaison between the College and the University of California Office of the President (UCOP) and the California State University (CSU) Office of the Chancellor
- Guide the faculty in course development according to university transfer requirements
- Initiate, develop, distribute and maintain general education/breadth, major preparation, and course-by-course agreements with the UC, CSU, and various public and private universities
- Develop advising materials for students and inform counselors and evaluators about university admission requirements related to curriculum
- Make final determination for course substitutions on the CSU-GE (Plan B) UC-IGETC (Plan C) transfer patterns
- Oversee catalog language pertaining to curriculum based transfer admission requirements and course transferability
- Serve as the campus ASSIST manager
- Serve as the liaison between the College and the California Community College Chancellor's Office (CCCCO) for questions regarding course and program development
- Monitor the Chancellor's Office's policies and state legislation and inform the faculty about changes that affect existing and future curriculum; guide the faculty in course development pertaining to these changes
- Confer with faculty and make determinations regarding course substitutions for the associate degrees for transfer
- Determine course substitutions for the Liberal Arts degree

- Work with Student Services evaluators to apply approved course substitution guidelines for incoming courses for the MiraCosta College general education pattern (Plan A)