3.2.7

Del Mar College’s organizational structure is described in the organization chart published annually (Statistical Profile, Employee Directory), additionally it is available on the college website. When organizational changes are implemented or when vacancies and new hires occur in the positions illustrated, the College provides an updated chart to the website. The College’s Manual of Policies and Procedures, Chapter 2.3 defines the College’s administrative structure and also links to the chart.

The Vice President of Instruction, as a part of the general administration of the College directly responsible to the President, is the chief academic officer of the College. The primary responsibility of the office is to coordinate instructional functions of the College, to have general charge of the activities of all such programs, and to be responsible for the results of such activities. The deans of instructional programs and the Director of Distance Learning report directly to the VPI; the instructional department chairs, who are faculty members, report to the instructional deans.

The instructional department chairs lead the faculty in curriculum development; establish committees to assess need and recommend new course offerings, including VCT course offerings; recommend faculty to serve on committees to evaluate all aspects of the curriculum, including Distance Learning and VCT courses; and evaluate departmental faculty credentials and performance, including the credentials and performance of VCT host faculty.

In evaluating faculty credentials for VCT host courses, the College has established a process that instructional department chairs review the host faculty credentials through the VCT secured website and complete and sign a Del Mar College Review of VCT Faculty Qualifications form (adm015) to document their review and approval. Completed forms are forwarded to the office of Human Resources to establish a VCT personnel file.

Faculty, led by the department chair, select the appropriate VCT courses in their respective disciplines to be offered through Del Mar College by reviewing course content, course applicability to Del Mar College certificate and degree plans, and the faculty credentials. Most of the advising for students taking VCT courses occurs with faculty and department chairs. This includes verifying the percentage of coursework taken by way of distance learning methods within a degree to ensure that at a minimum of 50% of courses taken are campus-based. The VCT Coordinator/Intervention Specialist is provided a list of the courses and host faculty selected and approved for offering courses and is responsible for maintaining the College’s VCT inventory of courses. The VCT Coordinator/Intervention Specialist is also responsible for providing information to students on the process for enrolling in VCT courses; for maintaining and providing course rosters to colleges that serve DMC students; and for responding to other college VCT coordinators to resolve problems.

The Distance Learning Department that reports to the Vice President of Instruction, supports the VCT program through a variety of services to the faculty and students, such as training programs on the mechanics and pedagogy of teaching via distance for faculty offering courses via VCT, along with orientations to WebCT, the course management system in use at Del Mar College, for both students and faculty. The Director of Distance Learning provides technical support for VCT faculty and students, including instructional design services for faculty, technical expertise for the development and administration of VCT courses, and general technical assistance for both VCT students and faculty. Working with Del Mar College VCT faculty through the Distance Learning Advisory Committee, the Director of Distance Learning provides direction and expertise to strengthen all programs and courses using distance delivery methods.

Support services are provided to students enrolled in host VCT courses in the same manner that support services are available to all Del Mar College students. The Registrar and Assistant Dean of Enrollment Services provides registration and admissions services for VCT courses; the Director of Learning Resources plans and directs access to both campus-based and web-based learning resources for all VCT host students; counseling and advising services are available to VCT host students through the office of Counseling and Advising; and a variety of other student services, such as financial aid, tutoring,
and job placement, are available to VCT host students through the respective offices on campus. Information is provided via a web-based Distance Learning Student Handbook.

Additionally the following administrative positions provide direction or support of VCT hosted courses as per their respective job descriptions:

- Vice President of Instruction
- Vice President of Student Development
- Dean of Arts & Sciences
- Dean of Business
- Dean of Occupational Education and Technology
- Instructional Department Chairs
- Director of Counseling
- Director of Learning Resources
- Director of Distance Learning
- Intervention Specialist, Distance Learning