

ASSOCIATE VICE PRESIDENT OF INSTRUCTION RESPONSIBILITIES

Responsibility	Details
Supervision	curriculum coordinator - leadership of college curriculum process from inception to state approval and course implementation
Supervision	scheduling staff – leadership of the annual course schedule including strategic planning, and implementation of the annual schedule balancing between FTES, Prod, and 1320 budget

Collaborate with AVPSS	Collaborate with AVP of student services to ensure smooth handling of areas of overlap and mutual impact – scheduling, student performance metrics
Travel and Conference Committee	Serve as the instruction administrative representative
Student Complaint Process	Manage the student complaint (formal and informal) for the Office of Instruction
Accreditation	Coordinate closely with college accreditation liaison officer to facilitate timely completion of accreditation work, cyclical and annual reports and self-study documents.

Budget Management