Edison State Community College invites qualified candidates to apply for the full-time position of Dean of Accreditation and Academic Effectiveness. The Dean of Accreditation and Academic Effectiveness serves as the college's Accreditation Liaison Officer and is the leader of the institutional reaccreditation efforts through the Higher Learning Commission (HLC). The Dean also coordinates the development of new program approvals and other change applications through the Ohio Department of Higher Education and the HLC. The position – in collaboration with the Provost, deans, and faculty – is also responsible for overseeing academic effectiveness by providing leadership in the areas of assessment of student learning, academic program review and viability, and selected student success initiatives, such as the Student Success Leadership Institute, satisfaction surveys, and the college completion plan. The Dean is also responsible for administering the Carl D. Perkins grant to ensure the effectiveness of the professional and technical programs in conjunction with deans and faculty.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:
Accreditation

- Serve as the Accreditation Liaison Officer (See Addendum).
- Lead coordinating efforts for accreditation activities:
  - Manage the Assurance Filing processes within the Assurance System
  - Prepare for accreditation reviews and site visits.
- Lead the development, monitoring, and reporting of the Quality Initiative and the institutional update.
- Monitor accreditation policies and criteria posted by the Higher Learning Commission and the Ohio Department of Higher Education; keep the Offices of the President, Provost, Vice Presidents, and Deans informed; lead college-wide efforts to maintain compliance.
- Lead operational policy and compliance requirements as mandated by the Higher Learning Commission, such as:
  - Faculty qualifications
  - Dual enrollment
  - New program development
  - Federal Compliance Reporting
- Attend the HLC Annual Conference annually to remain current on accreditation processes and criteria.
- Pursue HLC Peer Reviewer status.

Compliance

- Provide leadership for and facilitation of the approval processes for the Ohio Department of Higher Education and the Higher Learning Commission, including such areas as
    - Initial change requests, notifications, and screening
    - New academic programs – degree and certificate
    - Curricular and delivery modifications
    - Competency-based education
    - Consortial and contractual arrangements
    - Additional locations

Assessment of Student Learning

- Provide leadership for a culture of assessment at the institutional, program, and student levels.
- Manage and coordinate institutional assessment to evaluate the overall effectiveness in achieving the mission and strategic goals.
- Manage the assessment and data reporting of general education outcomes.
- Manage the annual assessment of career program outcomes.
- Lead the assessment of support services and co-curricular assessment.
- Collaborate with stakeholders to prepare and publish all assessment reports.
- Serve as an advisor to the Assessment Committee.

Academic Program Review and Viability

- Coordinate the academic program review process.
- Assemble quantitative data of programs in collaboration with Institutional Research and the Dean of Professional and Technical Programs.
- Collaborate with faculty in preparing reports on program reviews.
- In collaboration with faculty, develop and monitor action plans that address the findings of the program review process.
- Maintain and analyze the college's course costing and program viability models and collaborate with stakeholders to develop plans to address challenges.

Quality Improvement

- Chair CQI Steering Committee.
- Provide leadership, coordination and oversight for:
    - CQI criteria and processes, including process reengineering.
    - Facilitation of intra-departmental and cross-functional performance teams.
    - Development of protocols to monitor assessment and CQI criteria.
    - Lead the Student Success Leadership Institute Team.
    - Lead the development and monitoring of the college completion plan.
    - Provide leadership for the development, dissemination, delivery, and data analysis of the Employee Satisfaction Survey and Student Satisfaction Survey.

Other duties as assigned:

- Maintain web presence for all related responsibilities – assessment of student learning, accreditation, quality initiatives, and consumer information.
- Manage all surveys on SurveyMonkey for the college.
- Lead the needs assessment and reporting for the Carl D. Perkins Grant.
- Assist stakeholders with data collection as needed.
- Maintain the Institutional Planning and Effectiveness budget (10-6-4110).

Committees:

- President's Council
- Academic and Student Affairs Coordinating Council
- Assessment Committee
- Curriculum Committee
- Provost Council
- SSLI Team
- Distance Learning Committee
- Professional Development Committee
- Student Support Committee
- Compliance Team
- Strategic Planning Core Team

Required Knowledge, Skills, and Personal Qualifications:

- Strong understanding of the teaching and learning process at the community college level.
- Knowledge of accreditation requirements for the Higher Learning Commission.
- Knowledge and understanding of the Ohio Department of Higher Education as related to the community college sector.
- Demonstrated experience with project management concepts, tools, and processes.
- Demonstrated experience in planning and assessment.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work collaboratively, to multi-task, and to meet deadlines.
- Knowledge and understanding of the community college environment.

Required Experience:

- Community college teaching experience
- 2-3 years' experience with accreditation, assessment of student learning, program review, and student success initiatives

Required Educational Background:
Master's Degree

*Salary range for this position is $80,798.76 - $92,700.00 and will be determined by educational background and experience.

Supplemental Information

Higher Learning Commission
Accreditation Liaison Officer

The Higher Learning Commission (HLC) asks each member and candidate institution to identify an Accreditation Liaison Officer (ALO). Along with the institution's chief executive officer, the ALO is a primary contact point between HLC and institution. They receive communications from HLC regarding policies, procedures and professional development opportunities, and are responsible for coordinating efforts to ensure their institution meets its obligations of HLC affiliation.
HLC has identified the following responsibilities for the ALO:

- Serving as a recipient of HLC communications regarding the institution's accreditation, in additio to the chief executive officer.
- Disseminating information and answering questions about HLC policies and procedures for all audiences within the institution.
- Staying current with HLC policies and procedures.
- Providing oversight and direction for the institution's Data Update Coordinator to ensure the currency, accuracy and timeliness of information submitted to HLC as part of the Institutional Update.
- Providing oversight and direction for the timely submission of substantive change requests and reports required by HLC policy.
- Facilitating responses to HLC inquiries, including complaints referred by HLC staff to the chief executive officer.
- Maintaining the institution's file of official documents and reports related to the institution's relationship with HLC.
- Providing comments to HLC as requested in its consideration of proposed policies, procedures an issues affecting the accreditation relationship.
- Ensuring that any changes in basic institutional information are reported to HLC.
- Ensuring that the institution meets its financial obligations to HLC through the timely payment of dues and fees.