

ACADEMIC AFFAIRS PROGRAM OFFICER,
COMMUNITY COLLEGES

DEFINITION

This is administrative staff work in assisting the Chancellor for Community Colleges in the overall development, implementation and coordination of an integrated academic program plan for all vocational and liberal arts program on all campuses. Work involves the responsibility for providing leadership in developing, implementing, monitoring and evaluating policies and procedures; evaluating and determining whether proposals for new academic programs are consistent with the priority directions established by the State and the University; etc. A position in this class is responsible for coordinating and implementing the executive policy relating to inter-campus articulation for the community college system. This involves the development of internal policies and practices for the community college system with regard to the transfer and award of credits for the educational benefit of students; ensuring that these policies and practices are consistent with the guidelines established by the Council on Postsecondary Accreditation, American Association of Collegiate Registrars and Admissions Officers, and the American Council on Education; administering, coordinating and evaluating these policies and procedures adopted by the University Council on Articulation and standing committees; and establishing common minimum academic requirements for each associate degree program.

Work entails considerable contact with senior systemwide and campus administrators and faculty, legislative committees and their staff, system and campus level support staff, student organizations, private industry and public officials, community groups, etc. Work requires knowledge of academic curriculum and programs; policies and practices of the Council on Postsecondary Accreditation, American Association of Collegiate Registrars and Admissions Offices, American Council on Education; and general administrative practices at the college or postsecondary level institutions. Work is reviewed for adherence to general policy guidelines and evaluation of program attainments.

The establishment of the class, Academic Affairs Program Officer, Community Colleges is approved.

Albert J. Simone
President

Date