



Instructional Division Dean of KAD: Kinesiology, Athletics, Dance

A. Department/Discipline/Program Criteria

- 1. Identify current Comprehensive Program Review (in cycle) and current Annual Program Plan documents with position need and justification in the annual plan.**

The challenge of completing this document needs to be recognized from the outset:

Program Review, Annual Program Plan documents, Instructional Resource Request documents, and all other Division Planning documents cannot exist for a division that does not exist. In other words, the position of a Dean for a new division cannot be called out or supported in a program review for an individual program, because it is only through the three major programs of Kinesiology, Athletics, and Dance coming together that the need for a Dean is made clear.

With that caveat as the background, this document arrives in a seemingly unfinished state, ready to achieve its potential, even as it attempts to build upon needs identified in KINE, ATH, DANC, FITN, TEAM, and INDV programs.

Currently there are two full-time non-faculty positions leading KAD: one (1) Athletic Director in a two-year temporary position and one (1) Program Director (Substitute). This new Dean would lead the administrative workload so faculty and staff can better serve our students.

In much the same way, the need for a Dean of KAD is also supported by Academic Senate's Resolution ([link here](#)).

- 2. Identify specialized knowledge (area expertise) or training needed for the discipline/program.**

The new Dean will need to show significant experience and demonstrate skills, abilities, and knowledge in academic leadership, vision, management, administration, direction, strategic planning, community engagement, and other areas. The new Dean will serve as the College administrator responsible to the Vice-President of Instruction for the leadership, management and development of the Kinesiology, Athletics, and Dance Division.

As College Administrator

- Recommend personnel actions to the Vice-President of Instruction;
- Coordinate hourly and full time staffing activities;
- Work with faculty to develop curriculum and apply up-to-date methods of instruction, including computer-assisted instruction;
- Plan and administer the division budget;
- Develop, recommend and implement the division's class schedule;
- Coordinate preparation of catalog and brochure materials for the division;
- Seek grant proposals and other funding opportunities;
- Provide articulation/liaison with other colleges, student and community groups;
- Serve on designated college and district committees;
- Participate actively with other administrators to address college-wide concerns;

- Establish and maintain close relations with local high schools;
- Interact with Facilities Department to ensure instructional and athletic facilities are properly maintained;
- Perform other duties as assigned by the Vice-President of Instruction.

As Athletic Director

- Represent the college in matters related to intercollegiate athletics;
- Administer all phases of the athletic program;
- Represent the athletic program to the community and other relevant organizations;
- Oversee the eligibility processes and observing of CCCAA regulations and NCAA transfer guidelines, and knowledgeable of California Interscholastic Federation rules;
- Supervise and manage all athletic events.
- Provides coordination for the Cañada College Health and Wellness Center.
- Works closely with CIP, facilities' teams, and provides direction as to the programmatic needs of the institution and required programs.
- Works with administration, faculty, and staff across the campus and program staff to partner with organizations to ensure successful implementation of the Health and Wellness Center in accordance with institutional, state, and federal guidelines
- May involve Supervision of a diverse staff assigned to the programs and working closely with District and third party vendors to ensure appropriate services meet the standards of the Center.
- Assesses annual department or program staffing requirements and recommends changes to staffing as required
- In collaboration with the Department, this position will help develop and manage budgets, that may include preparation of federal, state, and local reports ensuring compliance with local, state, and federal expenditure guidelines
- Leads and participates in the research, preparation, application for, and follow-up procedures required for grants and other external sources of funding
- Ensures that all information is documented clearly, accurately, and legally
- Participates in a variety of committees and staff meetings

3. Identify extraordinary program development and/or needs (for example: are there laboratory oversight, industry connections, student mentoring, etc.).

This position will help form the new Division of Kinesiology, Athletics, and Dance. The most urgent need in this new division is to provide a full time presence in all KAD program planning, especially in preparation for the new B1. Simultaneously, this Dean will provide guidance and develop a vision for the new division. Finally, this Dean will manage and serve as Athletic Director for all intercollegiate programming, Head Coaches, Assistant Coaches, Athletic Trainers, and student athletes.

Given the decades of success and proud history of Cañada Athletics, Kinesiology, and Dance areas, the office continues to remain in an abandoned state that does not serve our students and community. Where there was vibrancy and a welcoming atmosphere, it has been a neglected, nonexistent presence on our campus. In order to rebuild and effectively support our Athletics, Kinesiology, and Dance certificate and degree programs, variety of course offerings, varsity athletic teams and fitness center, a program service coordinator position will be able to strengthen all the above.

In Athletics, Kinesiology, and Dance, 13 of the 16 faculty are part time, including five of our seven head coaches, having limited paid instructional hours, yet increased responsibilities and time commitments such as rehearsals, practices, competition, special events, committee work, student needs and other duties; as with the our Temporary Athletic Director, whose responsibilities and duties are expected to be performed and completed the same as full time Dean/ADs, therefore this position will be able to support and strengthen the championship caliber Athletics, Kinesiology, and Dance programs.

3.1 Describe FT administrative leadership needs for the discipline/program

Having a Dean would mean more consultation and assistance with administrative duties which might include, but are not limited to:

- Collaboration with Instructional Division and Departments re: Kinesiology, Athletics, and Dance support
- Submitting all scheduling information for courses
- Technological needs in the new B1 Kinesiology and Wellness Building
- Collaboration with established and new programs, such as Promise and KAD's FTES rates
- Collaborating with Athletic consortia partners, including High Schools listed in the contiguous recruiting district
- CCCAA Management Council
- Coordinating required local, state, and federal statistical reports per CCCAA bylaws
- Developing budgets for personnel, print and electronic library resources, equipment
- Coordinating hiring, supervision, and evaluation of KAD faculty, adjuncts, staff, & students
- Assessment including program planning, Comprehensive & Annual Program Reviews, course
- SLOs & program PLOs, participation in state and national surveys
- SLOs & program PLOs coordination
- Ensuring representation of KAD Division in participatory governance and administrative ranks
- Outreach to instructional programs and student services to integrate KAD Division services
- Coordinate student athlete representation on campus and district committees
- Serve as liaison between KAD and the Office of the Vice President of Administrative Services and Vice President of Student Services
- Support the Dance Department in organizing Dance Events

3.2 Describe any future economic, community or governmental initiatives/mandates this proposal is addressing?

Per the passing of Bond Measure H and the demolition of B1, the Dean of KAD is inherently responsible for leading the collaboration efforts regarding programming and staffing in the new B1.

4. Describe any budgetary implications of the proposal.

Funding would be required for the new Instructional Dean of KAD.

B. College Mission and Goals Criteria

1. Explain how the request supports the goals of the Educational Master Plan.

The new Dean will be able to provide leadership in (1) student completion/success Community Connections (2) Community Connections (3) Organizational Development

Student Completion/ Success

- Facilitating CCCAA rules constitution and byways
- Learning communities
- Kinesiology degrees (AA/AAT)
- Dance degrees

Community Connections

- Outreach to instructional programs and student services to integrate student services and athletics into planning efforts.
- Outreach to local high schools to build and strengthen partnerships
- Perform administrative duties to help organize facility and staff in the KAD division so they may provide outreach, instruction, and reference services to students and academic programs.

Organizational Development

- Curriculum development
- Equity

- Inclusion
- Organizational structure
- Professional development

3. What unmet needs will this position address (student, district, community)?

High level vision, leadership and advocacy for the all KAD programming

This position will address the need to have someone other than the AD (temporary) and Program Director (Substitute).

Without a Dean, Athletics, Kinesiology, and Dance cannot continue to grow their programs. The current pace of growth is not sustainable without additional staff. Many administrative tasks and potential partnerships are not currently addressed.

The AD will act as a liaison for the division in the new Building 1 space, coordinating and meeting with the private entities. The AD/Dean would be able to represent KAD at all college counsel meetings.

4. How will this position enhance retention or produce college wide growth?

Every area in this division serves the college's efforts to increase retention and provide strategic growth. The data that demonstrates success of student athletes—all of whom are full-time students—is incontrovertible. This position will provide vision for growth in each area within the new division. By anticipating the growth of enrollment in the new B1, the Dean of KAD will lead and coordinate new programming and initiatives that specifically address students enrolled in lifelong learning activities. A Dean responsible for the each area in the KAD Division would provide greater capacity for faculty and staff to focus on work specific to their actual duties.

In the Dance Department the dean will work alongside faculty and adjunct in promoting and enhancing the fall and spring dance show. This also aligns with the educational master plan college goal (2) Community Connections. In the Athletics department the Dean will also serve as the athletic director, ensuring all CCCAA constitution and bylaws are followed. In the Kinesiology department the Dean will work alongside with faculty and adjunct to ensure student pathways have high completion and success rates.

5. Describe how the position supports a pathway to student educational goal completion (certificate and/or degree) or GE transfer certification.

This position will provide stronger representation of KAD Division programs and departments at the District and campus level (committees, events, partnerships) to discover new innovative ways of supporting students on succeeding in their educational goals.

Each area of the KAD Division supports student completion for students from across the college. The KAD Dean will coordinate faculty and staff to help develop new curriculum, cultivate community partnerships and outreach, and would ultimately help foster success for student athletes and athletic teams. This position will provide guidance, support, and free up administrative time for coaches, staff, instructors, and other employees in the KAD Division to perform their duties.

6. Historical data criteria supporting request.

Please reference past program review documents (2016-2017), 2019-2020 building 1 meeting notes, as well as 2019 academic senate resolution.

