

CCAP Module 8 - Academic Affairs

1 - Welcome

Welcome to *Community College Academic Affairs*, a professional training module from the U.S. Department of State's Community College Administrator Program.

2 - Objectives

In this module, you'll learn about

- The definition of academic affairs
- The academic affairs leadership structure
- The various responsibilities of the academic affairs area in community colleges
- And unique characteristics of community college faculty

Let's get started.

3 - Academic Affairs Defined

Academic Affairs comprises the central functions of the college: focused on teaching and learning. The academic affairs area is responsible for all college operations related to instructional programs, educational policy, academic planning, resource allocation and faculty personnel.

Academic affairs provides oversight for all program curricula, new program development, faculty support and development, and academic support services. All credit-bearing programs - including general education offerings, A.A. transfer programs, and workforce education programs - fall within the purview of Academic Affairs.

The following video, from Suffolk County Community College in New York, gives a look at the range of expertise and scholarly achievement possessed by community college faculty.

[VIDEO CLIP - Suffolk County CC]

STEVEN LANTZ-GEFROH: What I learned at Yale sets the stage for successful student productions.

ANDREA GLICK: From LeBernardin to world-class culinary instruction.

JOHN JEROME: A doctorate from Stony Brook has led to a passion for problem solving.

MICHAEL INGLIS: From studying energy and matter to teaching at a place where my energy truly matters.

If you aspire to greatness, be inspired by professionals who have the credentials to teach anywhere, but understand how big ideas can bloom in small classes.

Get your start at Suffolk.



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I did.

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VIDEO CREDIT: "Suffolk County Community College Faculty Inspires Greatness!" by Suffolk County Community College, New York, Source:
<https://www.youtube.com/watch?v=My0UB3p1IkI>

4 - Academic Affairs Leadership Structure

Responsibility for this area usually falls to a Vice-President for Academic Affairs, or Provost, who supervises deans of various academic units, chairs of departments or divisions organized by disciplinary clusters, such as Natural Sciences, Social Sciences, Fine Arts, etc., as well as academic support units such as libraries, computer labs, tutoring services, and advisement.

It isn't unusual for a vice president for academic affairs to have 10 to 12 direct reports, or more, with responsibilities covering the entirety of the college's instructional activities.

5 - Academic Affairs and Access

The Academic Affairs area promotes access for all students through traditional academic programs as well as those delivered through alternative methods, such as distance learning or flexible/evening/weekend schedules. The area remains committed to the creation of new programs, and the improvement of existing ones - to increase opportunities for success to a wider student population.

6 - Advisement Services

Advisement services-whether provided by teaching faculty or professional advisement staff-help students identify appropriate course selections as well as selection of - or change of - academic majors.

Advisement also assists students with the selection of transfer institutions, identifies and helps remediate issues of poor performance, and plays a crucial role in student persistence and retention.

7 - Accreditation and Accountability

The Academic Affairs area is also charged with ensuring that accreditation standards are met at the institutional and program levels. In Florida, as in some other states, community colleges must also meet specified goals related to retention and completion, in connection with performance funding measures.

To this end, academic affairs is responsible for capturing and reporting data on the academic mission of the college to a variety of stakeholders, inside and outside the institution.



8 - Academic Support Services

Academic support services are directed toward providing teachers and students with what they need to do their work. This includes but is not limited to the following:

- Support for classroom and laboratory spaces, libraries, and other student resources
- Technology support
- Skills enhancements, including tutoring services and learning skills workshops

Academic advisement, including career counseling, mentoring programs, orientation, and career preparation workshops

9 - Academic Staff

The academic enterprise of the community college is supported by a wide range of professional staff, including full- and part-time teaching faculty, tutors, counselors and administrative staffers.

The Academic Affairs area is responsible for ensuring adequate numbers of qualified staff, determining compensation levels, providing professional development activities, conducting evaluation reviews for promotion and tenure, and on occasion-facilitating conflict resolution.

10 - Community College Faculty

Community college faculty are academic disciplinary experts who love to teach, and are good at it.

They differ from university faculty in some respects: while many community college faculty hold a terminal degree in their field, a significant number have only master's degrees with relevant experience, and a small number may substitute practical experience for academic credentials, primarily in workforce fields such as Culinary Arts or Public Safety areas. They also differ from university faculty in that research expectations are lessened, with a corresponding increase in classroom teaching responsibilities.

The institutional ratio of full-time to part-time faculty is an ongoing concern for community colleges. While budgetary pressures tend to favor increasing the ratio of part-time faculty for reasons of economy, the need for committed full-time teaching faculty who do the work of curriculum development and student advisement outside the classroom is also a key concern.

The following video provides one community college faculty member's reflections on her day-to-day duties. Dr. Sandra Ciccarelli is a recently retired professor of Psychology at Gulf Coast State College, and a teacher much beloved by her many students.

[VIDEO CLIP - Ciccarelli, Gulf Coast State College]

Hi. My name is Sandy and I work as a community college professor. Typical day where I work... I come in, usually my classes are in the morning, some people have classes in the afternoons, and come a little bit later, some people do more night classes. I teach two classes a day or a long class. Usually the first thing I do coming into the office a little early is I go through my email, answer student emails, make sure there's no meetings I have to attend that day, and if there are



make sure that I have them on my calendar so i won't forget them. Then I get my materials together for my first class, and we spend about an hour and 15 minutes per class. Usually I come back upstairs to recheck my email, go back down for the second class. I spend probably 2-3 hours each day on office time where students can come and talk to me, talk about their classes, talk to me about the classes they want to take in future, or a career in my field. Sometimes I have what's called professional duty time, that's when I can shut my door if I need to and work on developing tests. And there's a certain amount of that kind of work you have to do; it's not an everyday thing, but I develop tests or study guides or I write, I work on papers, grade things. Some days it's pretty easy and there's not that much to do and other days you are working from non-stop 7:30 to 4:30 in the afternoon. Just depends on what's going on that particular week. When it's time for advising students and registering them for classes I have longer days; when it's time for just teaching and registration is over I have a little more time to do my own work. Generally the days are about seven, eight hours long. Like I said, some days you may work nine or ten hours just to get your tasks done on time for your classes, some days you go home a little early. Depends on different institutions have different rules about how long you're supposed to stay. We have some flex time with our professional duty time, so I can do more on one day and less on another and that's kind of nice that's a little freedom that is really enjoyable. In terms of what I do and stress levels when I get into the classroom all my stresses go away. No matter whether I've been stressed or not, everything I've been doing goes away when I'm talking in front of my classroom because I love teaching; that's really why I got into this job is to teach. And it helps if you're a frustrated stand-up comedian a little bit because you have an audience and they can't leave because they have to stay there, and I enjoy that a lot. So that's my stress relief for the day. When I have to do a lot of committee work and when there's a lot of decisions to be made, probably one of the most demanding tasks is when you have to be on a search committee for a new employee, and you have to read so many files and evaluate and do interviews that takes a lot of your time and other things get shoved aside. Those are probably the most stressful times is when you have too many things to do at once, but it all works out in the end and then you get your summers off, and that's wonderful.

VIDEO CREDIT: "Community College Professor, Career Video from drkit.org" by DrKitVideos, Source: <https://youtu.be/NTdbhLVG6eA>

11 - Thank You

We hope this module helped you better understand the community college academic affairs. In the next module, you'll explore issues related to community college student affairs.

12 – USDOS - CCAP

The Community College Administrator Program (CCAP) is a program of the U.S. Department of State, administered by Florida State University

For more information, visit eca.state.gov or lsi.fsu.edu/ccap



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