



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR OCTOBER 9, 2014
5:30 p.m.

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – August 26, 2014
5. CORRESPONDENCE
None
6. OLD BUSINESS
None
7. RECESS TO CLOSED SESSION
 - A. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957) Consideration of Hearing Officer's Report for Employee #900056288
 - B. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957) Consideration of Hearing Officer's Report for Employee #900242350
 - C. Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
8. RECONVENE IN OPEN SESSION
9. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report

D. Commissioners' Reports

10. RESTRUCTURING OF THE CLASSIFICATION SYSTEM

Classifications Affected: Instructional Technologist
Instructional Design Specialist

11. ABOLISHMENT OF UNUSED CLASSIFICATIONS

- A. Benefits Assistant
- B. Web Developer

12. 2013 – 2014 PERSONNEL COMMISSION ANNUAL REPORT

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is November 20, 2014 at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

15. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RESTRUCTURING OF THE CLASSIFICATION PLAN

BACKGROUND: Ventura College management requested a review of the classifications of Instruction Design Specialist and Instructional Technologist given the conceptual overlap between the classifications and the duties assigned to positions within the classifications at the three colleges. Further, Ventura College management expressed concern that the minimum qualifications do not accurately reflect the education and experience needed to successfully perform the job functions upon hire.

RECOMMENDATION: Consolidate the classifications of Instructional Design Specialist (Classified Salary Schedule #285) and Instructional Technologist (CSS #285) into the new classification of Instructional Technologist/Designer

- A. The classification of Instructional Technologist/Designer be established and placed on Classified Salary Schedule (CSS) #285 (\$55,200-\$76,080/annual)
- B. The following positions and incumbents be reclassified as a result of a restructuring of the classification system to the new classification of Instructional Technologist/Designer:

Position Number	Current Incumbent	Current Classification	Location
XCU384	Marc Prado	Instructional Design Specialist	OC
VCU550	Matthew Moore	Instructional Design Specialist	VC
MCU463	Ashley Chelonis	Instructional Technologist	MC
VCU539	Rebecca Chandler	Instructional Technologist	VC
XCU369	Sharon Oxford	Instructional Technologist	OC

- C. Anniversary dates for step advancement remain unchanged for the employees reclassified to the new classification of Instructional Technologist/Designer as a result of this action.
- D. Employees remain on the same salary step of Classified Salary Schedule #285.
- E. Permanent employees in the classifications of Instructional Design Specialist and Instructional Technologist retain permanent status in the new classification of Instructional Technologist/Designer
- F. The classifications of Instructional Design Specialist and Instructional Technologist be abolished upon approval of the aforementioned recommendations by the Board of Trustees.

BASES OF RECOMMENDATION: Commission staff studied the positions in the classifications of Instructional Technologist and Instructional Design Specialist at each of the colleges to gain an understanding of the duties and responsibilities performed by the employees in the classifications. Staff found that there is significant overlap between the duties performed by the positions within the two classifications even though the positions function differently across the three colleges. Generally, while incumbents within the classifications specialize in either instructional design or instructional technology, they perform functions within both areas.

In consideration of the conceptual overlap between the two classifications and the duties performed by employees in these classifications, Commission staff recommends consolidating the two classifications into a new classification titled Instructional Technologist/Designer. This will provide greater flexibility with regard to the assignment of duties and it will allow for the appropriate assignment of duties to employees currently in these positions. The recommendation to consolidate the classifications and reclassify the employees into the new classification is based upon a review of a completed position information questionnaire from the incumbents, a desk audit of the filled positions at each college, and discussions with the supervisors of the positions.

Under the general supervision of a dean or other administrator, an incumbent in the proposed classification will perform specialized instructional design and technology functions to promote the effective use of technology in instruction. Depending upon assignment, an incumbent in the classification may have primary responsibility for instructional design or instructional technology while still performing duties in support of both functions. A classification specification detailing the approved duties and responsibilities of the new classification is presented for approval in conjunction with this report.

Commission staff and District administration recommend that the salary for the new classification be allocated to the same salary range as the existing classifications being consolidated. Staff believes the external salary data is reflective of the current high demand for these positions and is therefore inflated.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST/DESIGNER****BASIC FUNCTION:**

Under the general supervision of a dean or other administrator, perform specialized instructional design and technology functions to promote the effective use of technology in instruction.

Depending upon assignment, an incumbent in the classification may have primary responsibility for instructional design or instructional technology while still performing duties in support of both functions.

REPRESENTATIVE DUTIES:

Research, design, develop, administer, and facilitate group and one-on-one professional development activities for faculty, including trainings, workshops, courses, presentations, and webinars with regard to various instructional technology and design topics such as andragogical best practices, course design, learning theory, effective use of instructional technology tools, and online/distance learning strategies, standards, and accessibility and compliance requirements. *E*

Consult with faculty to identify, develop, implement, and evaluate areas in which technology can be applied to enhance teaching and learning; assist faculty in integrating technology into the classroom and converting traditional courses to online courses. *E*

Serve as a consultant to faculty with regard to course design, development of course and program assessments, and assessment methods and tools for student learning outcomes, particularly with regard to online, hybrid, and technology-enhanced courses. *E*

Assist and support faculty in the use of online course components and classroom technologies while focusing on course goals, objectives, and learning outcomes; provide frontline user support and troubleshooting for course and curriculum management systems and other instructional systems. *E*

Configure, manage, and maintain a course management system and other instructional systems, including upgrades and maintenance of users, accounts, and permissions; implement system administration processes and procedures; maintain currency of instructional technology systems, hardware, and software. *E*

Monitor developments in the field of instructional design and technology to remain current on innovative and effective strategies and practices; evaluate, select, and introduce new instructional technology tools, strategies, and resources. *E*

Evaluate the effectiveness of professional development activities by measuring achievement of learning outcomes and other relevant factors through the development, administration, and analysis of assessments, surveys, questionnaires, and other methodologies. *E*

INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

Develop and implement distance education and other technology-related initiatives and programs in collaboration with faculty, staff, and administrators. *E*

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in professional development activities and programs and to keep faculty and management informed of professional development program status. *E*

Coordinate staff development courses and programs including scheduling classes, equipment, and instructors, recruiting and placing program participants, and arranging for training facilities and materials; coordinate the selection and contracting of external training programs and consultants. *E*

Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, best practices, theories, concepts, and systems pertaining to instructional design and technology

Online learning, course, and curriculum management systems

Learning styles, teaching techniques, and barriers to learning in online and hybrid courses

Common web authoring and development tools and related technologies

Help desk practices, strategies, and technology

District organization, policies, procedures, and objectives

District educational programs

Basic principles and practices of program development, administration, and evaluation

Methods and techniques of research and analysis

Available resources related to areas of assignment

Fundamentals of English grammar, spelling, and composition

Office procedures, methods, and equipment

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Basic principles of report preparation

Principles and procedures of record keeping

ABILITY TO:

Stimulate interest and faculty involvement in online and technology-enhanced instruction

Design and redesign course materials to utilize new and emerging technology in instruction

Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and hybrid courses

Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools

Implement distance education and technology-related initiatives and programs

Provide training and assistance to faculty members in their areas of teaching responsibility

Stay current with regard to help desk technology and strategies

INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
Learn and apply new information and skills
Research, collect, compile, and analyze information
Analyze situations accurately and adopt an effective course of action
Work independently and as part of a team
Collaborate with faculty, administrators, and staff to carry out work
Understand and carry out oral and written directions
Plan and organize work to meet changing priorities and deadlines
Exercise initiative and independence of judgment and action
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Bachelor's degree in instructional design, instructional technology, education, educational psychology, curriculum and instruction, or a related field.

Experience: Three years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems. A graduate degree in instructional design, instructional technology, education, educational psychology, curriculum and instruction, or a related field may substitute for two years of the required experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Computer and learning labs
Group or individual training scenarios
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to communicate and provide information to others
Sitting and standing for extended periods of time

HAZARDS:

Extended periods of time viewing a computer monitor

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: INSTRUCTIONAL DESIGN SPECIALIST****BASIC FUNCTION:**

Under the general supervision of a dean or higher-level administrator, research best practices, and design, develop, and administer professional development activities for faculty to improve pedagogical practices.

REPRESENTATIVE DUTIES:

Research, design, develop, administer, and facilitate professional development workshops, presentations, and webinars for college faculty with regard to various instructional design topics including pedagogical practices, curriculum design, learning theory, online/distance learning strategies, and technology integration. *E*

Provide faculty with group and one-on-one training and support with regard to instructional design; serve as a consultant to faculty with regard to initiating, implementing, and refining instructional design proposals. *E*

Conduct needs analyses through developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. *E*

Develop, distribute, and revise training materials for faculty, including information pertinent to instructional design, formative and summative evaluations of published materials, test development, and outcomes assessment. *E*

Evaluate the effectiveness of professional development programs with regard to individual and organizational performance by observing programs, conducting focus groups, and analyzing results of evaluations, surveys, data from faculty pilot tests, student retention and success rate data. *E*

Assist in the development of course and program assessment options, particularly with regard to computer-based, multimedia, and distance education courses. *E*

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in training programs, or to inform faculty and management of training program status. *E*

Compose a variety of records and reports, including monthly project and activity reports, surveys, and evaluation documentation. *E*

Coordinate the selection and contracting of external training programs and consultants. *E*

Coordinate staff development courses and programs including scheduling classes, equipment, and instructors, recruiting and placing program participants, and arranging for training facilities and materials. *E*

Perform related duties as assigned.

INSTRUCTIONAL DESIGN SPECIALIST (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of and principles used in programs involved in the creation, use, and maintenance of alternative delivery instructional systems and materials
Online course management and communication tools available including systems such as Desire 2 Learn
Learning styles, teaching techniques, and barriers to learning as needed for alternative delivery of instruction and using instructional technology in support of instruction
Common web authoring and development tools and related technologies
District organization, policies, procedures, and current educational programs
Basic principles and practices of program development, administration, and review
Methods and techniques of research, analysis, and decision making
Information and research resources available related to areas of assignment
English usage, spelling, grammar, and punctuation
Modern computer software packages, including word processing, email, database, and spreadsheet applications
Principles and procedures of record keeping including file maintenance

ABILITY TO:

Stimulate interest and faculty involvement in developing plans for, and determining the direction of, online instruction and other alternative delivery methods
Design and redesign course materials for teaching and utilizing new and emerging distance education technologies, web page production, and multimedia technologies
Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and other alternative delivery courses
Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools
Master technical and non-technical content to create effective learning
Prepare a variety of reports and correspondence related to area of assignment
Provide assistance to faculty members in their areas of teaching responsibility
Analyze problems and situations, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
Work independently and as part of a team
Work successfully with college faculty, administrators, and staff
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, faculty, and staff
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Keyboard/type at a speed necessary for successful job performance

INSTRUCTIONAL DESIGN SPECIALIST (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Bachelor's degree in instructional design, instructional technology, educational psychology, or a related field.

Experience: Three years of experience teaching at the college level, preparing and delivering training and development activities for adults, or designing educational packages which employ the use of technology for an institution of higher education. A graduate degree in instructional design, instructional technology, educational psychology, or a related field may be substituted for the required experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Computer and learning labs
Group or individual training scenarios

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to exchange information on the telephone or in person
Sitting or standing for extended periods of time

HAZARDS:

Extended periods of time viewing computer monitor

VENTURA COUNTY COMMUNITY COLLEGE

CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST

BASIC FUNCTION:

Under the general direction of a Dean, assist faculty and staff in the use of technology for teaching and learning. Serve as technical consultant for online instructional design and onground classroom technology.

REPRESENTATIVE DUTIES:

Consult with faculty to discover, develop, implement, and evaluate areas in which technology can be applied to enhance teaching. *E*

Identify faculty support needs for online course components and pedagogical use of classroom technologies. *E*

Design and implement training, assist and support faculty with course management software while focusing on course goals, objectives, and learning outcomes. *E*

Provide frontline user support and troubleshooting for course management system. *E*

Implement course management system administration processes and procedures. *E*

Configure, manage and maintain a course management system, including upgrades and maintenance of users, accounts, and permissions. *E*

Introduce instructional technology tools, strategies, and resources. *E*

Monitor developments in the field of instructional design and technology to remain current on effective strategies and practices, and communicate such to faculty and staff. *E*

Collaborate with college and district staff to ensure effective implementation of distance education and other technology-oriented initiatives and programs. *E*

In consultation with faculty and staff, monitor and maintain currency of software applications to ensure viability of learning labs. *E*

Assist in the development, implementation, and management of the college's Distance Education Help Desk; work collaboratively with the district to enhance Help Desk strategies; stay current with Help Desk technology developments. *E*

Perform related work as assigned.

INSTRUCTIONAL TECHNOLOGIST (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Course Management Systems, including WebCT VISTA
Online pedagogy and/or andragogy
Graphic, visual and interface techniques of Course Management Systems
Multimedia design and production
Instructional design principles
Training techniques
Writing and editing
Web authoring and HTML editing, Web Design Tools, such as InDesign, Flash, Dreamweaver
Video editing, such as iMovie, MovieMaker, Final Cut Pro, Quicktime
Copyright policies and intellectual property rights
Operating systems for the PC, Macs, and servers
ADA/Section 508 knowledge for accessibility

ABILITY TO:

Keep current with instructional technology through self-motivated and self-directed professional development
Troubleshoot Course Management System related problems, both in administration and in user support
Develop and provide individual and group training
Maintain effective communication and working relations with others, including all segments of the college community
Work independently while maintaining schedules and multiple time lines
Demonstrate sensitivity to and understanding of diverse academic, cultural, special needs, and ethnic backgrounds of faculty, staff and students
Communicate effectively, both in written and oral form, to CMS users of differing abilities and learning styles
Operate general application software such as MS Office, Lotus Notes, and Banner
Configure, manage and maintain a CMS, including upgrades and user permissions

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in Education, Instructional Technology, or Instructional Design or a related field, and two years of demonstrated experience in instructional technology and/or online course design

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Computer and learning labs
Group or individual training scenarios

INSTRUCTIONAL TECHNOLOGIST (continued)

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time

Communicate with users

Dexterity of hands and fingers to operate a keyboard

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission
FROM: Michael Arnoldus
Director of Employment Services/Personnel Commission
SUBJECT: Abolishment of Unused Classes

RECOMMENDATION:

It is recommended that effective October 9, 2014, the following classes be abolished:

Benefits Assistant
Web Developer

BASIS OF RECOMMENDATION:

The applicable departments have indicated they will not assign positions to the classifications in the future; therefore, they may be abolished.