

FLORIDA GATEWAY COLLEGE

Job Description

VICE PRESIDENT – ACADEMIC PROGRAMS

DISTINGUISHING CHARACTERISTICS:

This is an executive, administrative position reporting to the President of the college with college planning and supervisory responsibilities. An employee in a position allocated to this class is responsible for supervision and coordination of instructional faculty, accreditation, the learning lab, the library, and the satellite sites in Dixie and Gilchrist Counties. Duties may include the coordination of all State and Federal reports, and serving as liaison between college and community. Assume duties of President in President's absence as assigned. An employee in a position allocated to this class must have a significant role in the preparation and administration of budgets; or must perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration and employee relations.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises the management and operation of instructional functions.
Supervises the management and operation of all Library functions.
Supervises the management and operation of all satellite campus sites.
Supervises the management of the learning lab.
Coordinates required reports to Board of Trustees, State and Federal agencies, and professional associates.
Supervises the accreditation process.
Provides liaison between college, community, and State Department of Education.
Acts as resource person to faculty, staff and students.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of overall community college concept. Knowledge of academic, vocational, and community service functions of the College. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of applicable State and Federal regulations. Knowledge of personnel administration principles and practices. Knowledge of principles of accreditation.

Ability in verbal and written communication. Ability to handle stressful situations effectively. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to reach timely decisions.

EDUCATION AND EXPERIENCE:

Master's degree in an academic discipline or equivalent degree (Doctorate degree preferred) and college-level teaching experience. Plus, increasingly responsible academic and/or student development administrative experience within the last five years at the Dean level or above. Must be proficient with computers.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Brian Gerald Dopson, Ed.D.

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PROFESSIONAL EXPERIENCE:

Florida Gateway College
Lake City, Florida
(7/2012-current)

Vice President, Academic programs and CAO

Provide leadership and oversight for accreditation/Oversee the library, learning lab, off-campus centers, faculty and staff, and institutional research/Provide updates and reports to the college board of trustees/Periodically fill in for the President in his absence/ Manage the budget/Communicate directly with the President regarding needs and goals in my area/Ensure articulation agreements are current and relevant/Fulfill the role of SACS liaison for the college/All functions listed below as Dean of Arts and Sciences.

Florida Gateway College
Lake City, Florida
(7/2005-6/2012)

Dean of Arts and Sciences

Supervised faculty in A.A. and A.S. programs/Chaired various committees/Led assessment teams in preparing for SACS review/Provided oversight to library and learning lab personnel/ Oversaw remote sites//Communicated with district educational leaders and principals regarding dual enrollment and college courses/Managed 4 million dollar budget/Led faculty in instructional improvement and development/Led faculty and staff in identification and input of goals and objectives for strategic planning/Coordinated with maintenance staff to ensure quality facilities and classrooms/Assisted students in registration and academic issues/Led faculty coordinators in development and implementation of comprehensive offering of courses.

Florida State College at Jacksonville
Jacksonville, Florida
(7/2003-6/2005)

Associate Dean of Liberal Arts/Spanish part-time faculty

Supervised more than 120 full and part-time faculty/ Represented South Campus on various college-wide workgroups and committees/Assisted Dean of Arts and Sciences in communication and support of faculty/Worked with faculty to develop strategic goals for individual programs ranging from Humanities to performing Arts/Provided students feedback and support on academic and registration issues/Managed budget/Provided leadership in curriculum development/Taught Spanish to FSCJ students at North, Downtown, and South Campuses as adjunct/Campus night administrator responsible for answering issues on entire South campus/Other duties as assigned

Baker County School Board
Macclenny, Florida
(08/1993-07/2003)

Spanish teacher/Assistant principal

Taught Spanish/Represented teacher's union /Coached tennis/
Served as department head for foreign languages/Sponsored various clubs/Handled student life issues/Evaluated high school faculty/Managed inventory of school/Managed facilities work orders/Supervised extra-curricular activities/Other duties as assigned.

Duval County School Board
Jacksonville, Florida
(08/1991- 07/1993)

Spanish teacher

Taught Spanish/Promoted to department head of foreign languages in 2nd year.

EDUCATION:

2010 - Ed.D.	University of North Florida, Jacksonville, Florida EDUCATIONAL LEADERSHIP
1995- MAT	University of Florida, Gainesville, Florida Spanish Education
1991- BA	University of North Florida, Jacksonville, Florida SPANISH
1989 - AA	Florida Junior College, Jacksonville, Florida ACADEMIC
1983 - Diploma	Baker County High School, Macclenny, Florida COLLEGE PREP

PRESENTATIONS:

2007	NISOD conference. <i>From Monologue to Dialogue: Strategies for Effective Student Engagement.</i>
2001	SERA conference. <i>Learning Lab software and multivariate analysis of variance.</i>

HIGHLIGHTS OF LEADERSHIP ACCOMPLISHMENTS AND EXPERIENCES

- Provided oversight for the application and approval of a Bachelor's degree in Water Resources Management.
- Reported regularly to Board of Trustees on academic area successes under the direction of our college President
- Communicated regularly with the college president regarding needs/wants/goals of those in my area.
- Provided successful leadership to faculty in a wide array of disciplines such as Math, English, Science, History, Social Science, Art, Music, Dance, Theater, Sculpture, Humanities, Foreign Languages, Business, Computer Science, and more.
- Provided leadership for A.A. transfer curriculum development and course approval through SCNS on a wide range of courses in A.A., A.S., and A.A.S. programs.
- Supported library executive director in advocating for new library. We were awarded a 7 million dollar state appropriation to build a new library 2 years ago. Library opened Spring 2012.
- Provided leadership to remote sites in Dixie, Gilchrist, and Baker counties.
- Instituted one of only two cadaver labs in the State for community colleges during my third year at FGC.
- Purchased equipment for Chemistry instructor to analyze water, and worked with faculty in Arts and Sciences to propose water quality A.S. program. These efforts led to the awarding of the Banner Center for water quality to FGC in 2010.
- Provided instructional leadership that supported and encouraged a national award-winning QEP entitled MathUp at LC(cubed). Award presented at the International Conference for Teaching and Learning, Jacksonville, Fl. 2009.
- Provided leadership in the development and assessment of general learning outcomes for the college.
- Increased the use of distance learning courses via mediums such as the internet, hybrid courses, and Collaborate courses, which allow for live instruction to remote areas within our service district.
- Worked closely with institutional research office to create process whereby faculty members are provided important retention information each term immediately following the end of the term. This allows faculty and staff to make immediate analysis of successes and areas of potential improvement. Success numbers in almost every course within my area have risen, and almost all courses in Arts and Sciences meet or exceed statewide success rates.
- Worked successfully in a multi-campus environment at FSCJ on workgroups to improve ESOL student services, retention efforts, and curriculum revision.

- Worked with faculty on SIRIUS learning project, which enabled faculty at various campuses at FSCJ to create a common text, support system, and software for major courses within my area: English, Humanities, and Speech.
- Supported students in athletics in positions at FSCJ and FGC. Worked closely with athletic director to ensure that students were engaged and successful.

MEMBERSHIPS:

National Council of Instructional Administrators, Board Member 2008-2013
 Baker County Chamber of Commerce 2005-Present
 Council of Instructional Affairs, Voting member for FGC 2005-Present
 YMCA board member 20

PROFESSIONAL MEETINGS:

2013- NISOD
 2010-2011 International Conference for Teaching and Learning.
 2009 ACE administrative conference
 2007 Texas A. & M. Assessment conference
 2007 AACC conference on assessment
 2007 NISOD
 2005-2012 CIA meetings attended 3 times per year

GRANTS, HONORS AND AWARDS:

2014 EPA grant awarded to FGC for water operator training
 2013 Chancellor's Best Practice award for Anatomy and Physiology initiative
 2010 Water Banner center awarded to FGC(worked with committee to develop A.S. offerings in water quality)
 2009 National curriculum innovation winner for MathUp at LCcubed(QEP)
 2009 Awarded Title III grant for developmental education (2 million dollar award)
 2007 and 2008 Awarded federal earmark grants for working with high school Math faculty to align curriculum
 2007 NISOD Award of Excellence for administrative service at FGC
 2005 CHAIR academy certificate (completion of leadership development program—2 year process)
 2004 FSCJ Leadership development training certificate (year -long process).
 1999 Teacher of the Year—Baker County High School

COLLEGE COMMITTEES:

Assessment Committee (2005-present) (Chair), 2005-present
 Textbook Committee (2009-present) (Chair),
 Institutional Effectiveness Committee
 Administrative Council (Deans, VP's, and President)
 Web committee
 Technology Committee (2005-current)
 College Senate (2005-2011)