

FLORIDA GATEWAY COLLEGE

Job Description

**DIRECTOR OF RESEARCH, INSTITUTIONAL EFFECTIVENESS
AND DISTANCE LEARNING**

DISTINGUISHING CHARACTERISTICS:

An employee in a position allocated to this class is responsible for all institutional research, institutional effectiveness, and planning activities at the College. This position must interact on a frequent basis with both the external and internal constituency of the College. This position assists in online course development, faculty training and mentoring, and student assistance. This Director level position is directly responsible to the Vice President for Academic Programs.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description 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.)

Direct all institutional research activities.

Facilitate the implementation of Institutional Effectiveness principles throughout the institution.

Respond to internal and external surveys.

Facilitate the institutional planning process.

Ensure the timeliness and quality of internal data and research support to department for planning, performance assessment, and decision-making.

Monitor, evaluate, advise, and coordinate college annual planning and the response on performance related to state accountability performance measures..

Direct the SACS Accreditation activities.

Coordinate college accreditation review activities as SACS self-study director.

Supervise and evaluate Institutional Research and Planning staff.

Develop, allocate and monitor the Operating Budget for Institutional Research and Planning.

Assist in the collection, verification and electronic submission of data files to the Florida DOE Division of Florida Colleges.

Identify and investigate data problems and initiate appropriate corrective actions.

Develop appropriate responses to ad hoc and recurrent data requests from internal departments and external organizations.

Communicate information pertinent to institutional effectiveness and planning developed from databases and other sources to college departments and offices.

Supervise the production of research reports.

Supervise the development and implementation of a data warehouse for internal use.

Plans and oversees the implementation of faculty professional development relating to online teaching and other academic initiatives to support student success and completion

Oversee the Faculty Certification Course and the Minimum Standards shell.

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Provide assistance to faculty and students with online learning and the college learning management system.

Maintain and contribute to department web site.

Serve on College committees and outside professional associations.

(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 the community college concept. Computer literate with word processing, spreadsheet analysis and desktop publishing skills. Ability to use statistical analysis software. Ability to respond to internal and external inquiries regarding institutional statistics. Ability to abstract and synthesize data and communicate their essence and meaning in a clear and concise manner. Ability to direct institutional strategic and long-range planning in a collegial, participatory manner. Ability to assist faculty and students in the online learning environment.

EDUCATION AND EXPERIENCE:

Master's degree in a research related field or equivalent combination of related education and work experience. A minimum of five years experience in research related positions. Strong background in computer applications, particularly statistical software (SAS), database, and spreadsheet; demonstrated concern for detail and accuracy; ability to work with minimum supervision; ability to interact effectively and courteously with diverse campus constituencies; ability to work as a member of a team; ability to communicate effectively orally and in writing. Experience in higher education, planning and institutional effectiveness required. Demonstrated ability to manage and lead a team of institutional research specialists preferred.

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.)



PATTY ARMISTEAD ANDERSON

29228 River Run Road Branford, FL 32008 (386)288-8558 andersonp22@windstream.net

OBJECTIVE _____

To apply my accreditation and reaffirmation knowledge and to ensure institutions meet high quality standards as set forth by SACS COC.

SUMMARY OF QUALIFICATIONS _____

- 2010-present as Director of Research and Institutional Effectiveness/Distance Learning
- 2007-2010 as Lake City Community College’s SACS COC reaffirmation chair.
- 1984-2007 as a community college professor in business and computer science.
- 2005-present as the coordinator of distance learning programs.
- 2000-2004 as the coordinator for occupational programs.

PROFESSIONAL EXPERIENCE _____

2010-Present Florida Gateway College (formerly LCCC), Lake City, FL
Director Research and Institutional Effectiveness/Distance Learning

- Facilitate the institutional planning process
- Oversee SACSCOC accreditation activities.
- Oversee Level Change document and site visit
- Develop budget for department
- Ensure the timeliness and quality of internal data and research support
- Monitor faculty and students in use of college LMS
- Maintain Faculty Certification Course
- Administer instructor/course evaluations

2007-2010 Lake City Community College, Lake City, FL
SACS COC Reaffirmation Chair

- Coordinated and motivated a campus wide initiative towards reaffirmation.
- Collaborated in the writing, editing and completion of the compliance document.
- Successful completion of an excellent compliance document as evidenced by the response from the off-site visiting team.
- Collaborated in the writing, editing and completion of the Focused Report.
- Worked with the Quality Enhancement Plan committee to develop a focused plan that would enhance student learning in a sequence of mathematics courses by promoting student engagement.
- Collaborated in the research, writing, editing and completion of the Quality Enhancement Plan document.
- Implemented initial marketing efforts for the Quality Enhancement Plan.
- Conducted presentations for the Board of Trustees, students, staff and faculty on the progress of the reaffirmation efforts.
- Coordinated efforts to prepare the campus for the on-site visiting team.

- Presentation of a round table discussion group at the SACS COC Annual Meeting in Atlanta. *Let's Wrap it Up! A Small Community College's Journey through Reaffirmation.*

1984-2007 Lake City Community College, Lake City, FL
Professor Computer Science/Business

- Taught computer applications courses consisting of AutoCAD, Microsoft Word, Excel, Access, and PowerPoint.
- Recognized in positive evaluations as an excellent professor in all respects.
- Developed and implemented one of the first online courses at Lake City Community College.
- Faculty representative for LCCC College Management Council, Instructional Council, Institutional Effectiveness Committee, Technology Committee and Web Committee.

2005-Present Lake City Community College, Lake City, FL
Distance Learning Coordinator

- Developed a frequently asked questions document for student assistance in online learning.
- Created a minimum standards Blackboard classroom shell.
- Conducted faculty development training sessions in the use of video conferencing, Blackboard, Camtasia Studio and the creation of podcasts.
- Collaborated in the writing, editing and completion of a substantive change Distance Learning Prospectus.
- Coordinate with Technology Department to resolve faculty and student questions concerning online learning.
- Attend quarterly meetings of the Florida Distance Learning Consortium.

2000-2004 Lake City Community College, Lake City, FL
Coordinator Occupational Programs

- Scheduled and coordinated faculty load and classes for occupational programs of business, accounting, computer science, criminal justice, office systems technology, welding, HVAC, and cosmetology.
- Coordinated with Registrar and Arts and Sciences Division to complete schedule of classes for each term.

EDUCATION _____

BS, Family Residency, West Virginia University, *Cum Laude*

MS, Computer Education, Nova Southeastern University

Post Graduate, Community College Education, University of Central Florida

OTHER _____

2010 - NISOD Excellence in Education Award

Member of Florida Association of Community College (FACC)

1999-President of Lake City Community College Chapter

Awarded Florida Chapter of the Year