

5.A.2

The institution has identified staff member(s) responsible for the implementation and coordination of the educational resources.

Exhibit 5.A.2.1 — Vice President of Academics

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 5.A.2.2 — Job Description Vice President of Academics

| JOB DESCRIPTION | |
|---|--|
| Institution: | Southwest Technical College |
| Position: | Vice President of Academics |
| Last Revised: | 12/20/2023 |
| Reports To: | College President |
| Job Summary: The Vice President of Academics supports the College President in administering and directing College affairs. He/she also serves as the chief academic affairs officer for the college, directing academic program development and implementation, and faculty growth and development. This role administers the policies and procedures which apply to academic programs and faculty; and directs the planning, developing, and implementing of academic programs and courses to meet the present and future needs of the community, and comply with USTC and COE accreditation standards. | |
| Essential Functions: | |
| 1. | Support the College President in the continuous review, revision, implementation and monitoring of operational goals and objectives, while developing and making recommendations to the College President. |
| 2. | Provide leadership and vision in all academic functions including but not limited to planning, budgeting, instruction, curricula, policy, and program development. |

Source: [Vice President of Academics Job Description](#)

Exhibit 5.A.2.3 — Sample Director Assisting with Coordinating Educational Resources

Source: <https://stech.edu/about/faculty-and-staff/>

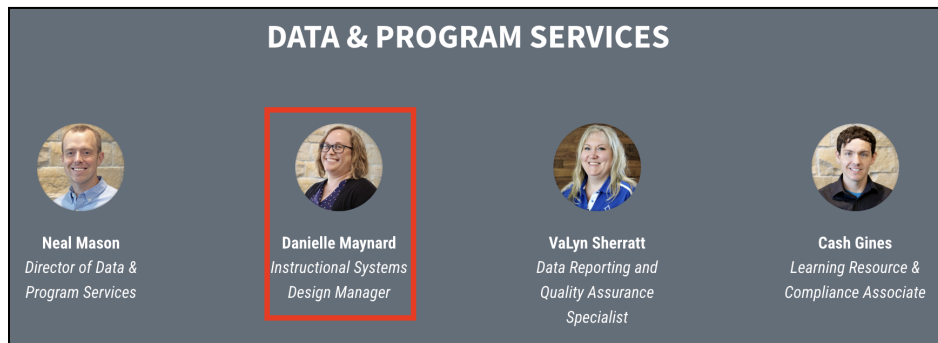
Exhibit 5.A.2.4 — Job Description Vice President of Academics

| JOB DESCRIPTION | |
|------------------------|---|
| Institution: | Southwest Technical College |
| Position: | Director of Health Professions & Public Safety |
| Last Revised: | 01/04/2024 |
| Reports To: | Vice President of Academics |

Job Summary:

Provides strategic and tactical leadership and vision for health professions programs (non nursing). Oversees program faculty, budgets, schedules, instruction, and acquisition of training resources. Directs and coordinates program development, planning, implementation, and evaluation. Contributes to the development and oversight of industry, state agency, and academic partnerships. Responsible for program performance, quality, and compliance with institutional and programmatic accreditation standards.

Source: [Director of Health Professions Job Description](#). All Directors' job descriptions are available [here](#).

Exhibit 5.A.2.3 — Instructional Systems Design Manager

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 5.A.2.4 — Job Description Instructional Systems Design Manager

| JOB DESCRIPTION | | | | | | | |
|---|--|----|--|----|--|----|--|
| Institution: | Southwest Technical College | | | | | | |
| Position: | Instructional Systems Design Manager | | | | | | |
| Last Revised: | 01/05/2024 | | | | | | |
| Reports To: | Director of Data & Program Services | | | | | | |
| <p>Job Summary:</p> <p>Provides management, oversight and development of curriculum delivered in both traditional and distance formats including Hybrid and Online Learning. Ensures that curriculum development and implementation complies with all relevant regulations and accreditation requirements. Create, promote and implement opportunities for distance education offerings for college service areas. Coordinates with administrators, faculty and staff in the development and review of curriculum and learning resources. Provides support to end-users of technology-based instruction.</p> <p>Essential Functions:</p> <table border="1"> <tr> <td>1.</td><td>Develops and supports the development and deployment of courses delivered in traditional, hybrid and distance education formats.</td></tr> <tr> <td>2.</td><td>Plans, creates, coordinates, implements, and monitors syllabi, curriculum, media resources, other materials and equipment, learning activities, schemes of work and program revisions needed to deliver a quality technical education program.</td></tr> <tr> <td>3.</td><td>Encourages and uses varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.</td></tr> </table> | | 1. | Develops and supports the development and deployment of courses delivered in traditional, hybrid and distance education formats. | 2. | Plans, creates, coordinates, implements, and monitors syllabi, curriculum, media resources, other materials and equipment, learning activities, schemes of work and program revisions needed to deliver a quality technical education program. | 3. | Encourages and uses varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning. |
| 1. | Develops and supports the development and deployment of courses delivered in traditional, hybrid and distance education formats. | | | | | | |
| 2. | Plans, creates, coordinates, implements, and monitors syllabi, curriculum, media resources, other materials and equipment, learning activities, schemes of work and program revisions needed to deliver a quality technical education program. | | | | | | |
| 3. | Encourages and uses varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning. | | | | | | |

Source: [Instructional Systems Design Manager Job Description](#)

Exhibit 5.A.2.5 — Learning Resources & Compliance Associate

Source: <https://stech.edu/about/faculty-and-staff/>

Exhibit 5.A.2.6 — Job Description Learning Resources & Compliance Associate

| JOB DESCRIPTION | |
|--|--|
| Institution: | Southwest Technical College |
| Position: | Learning Resource & Compliance Associate |
| Last Revised: | 06/21/2024 |
| Reports To: | Director of Data & Program Services |
| <p>Job Summary:</p> <p>The Learning Resources and Compliance Associate is responsible for building and scheduling programs and courses within the College's Student Information System (SIS). This role ensures institutional compliance with data privacy requirements, maintains organized and accurate institutional documentation, and supports the procurement and implementation of college-wide educational resources. The associate will collaborate closely with data and instructional systems staff to enhance instructional delivery and support student learning.</p> <p>Essential Functions:</p> <ol style="list-style-type: none"> Develop, schedule, and update programs and courses within Southwest Tech's Student Information System, ensuring accuracy and timely implementation. Monitors institutional compliance with data privacy requirements per USHE policies and state statutes while coordinating with the Directors over Data and Program Services and Informational Technology to respond to incidents. Develops and maintains inventories related to programmatic student learning resources to include equipment, supplies, periodicals, media resources, software, etc. | |

Source: [Learning Resources & Compliance Associate](#)