



PROGRAM ADMINISTRATIVE RESPONSIBILITIES & ACCOMPLISHMENTS

PROGRAM MANAGER - Visual Communication Design Cuyahoga Community College, Cleveland, OH

Responsible for the day-to-day management and direction of the Visual Communications & Design program that was spread across three campus locations (East, West and Metro). The following is a brief overview of the responsibilities and accomplishments associated with this position.

VC&D program assessment

- Created advisory boards (37 members) for all eight Visual Communication & Design disciplines (VC&D, Advertising Design, Graphic Design, Photography, Illustration, Interactive Media, Digital Video and Media Arts)
 - Coordinated Program assessment and program outcomes sessions for all VC&D disciplines
 - Facilitated faculty curriculum meetings that followed the outcome sessions
 - Coordinated and facilitated curricular changes from recent outcome sessions, to all official course outlines in the VC&D program
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Annual program budget and grant management

- Budget planning for upcoming academic year
 - \$800,000 American Greeting Grant management
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Support staff

- Hiring of student lab assistants, equipment cage assistants
 - Support staff training, scheduling and performance evaluations
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Adjunct faculty

- Advertised specific adjunct faculty positions and adjunct pool for all VC&D disciplines
 - Hired adjunct faculty with faculty input
 - Conducted annual beginning of year adjunct faculty orientation
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Faculty meetings and administrative meetings

- Facilitated monthly faculty meetings
 - Met with faculty independently regarding specific program, student and curriculum issues
 - Monthly meetings with department Dean
 - Bimonthly meeting with campus Dean
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Technology

- Annual review of software and computers for updates or replacement
 - Specified new hardware, software and equipment and created purchase orders
 - Coordinated Mac computer 4-year lease cycle program
 - Coordinated annual software updates and help desk system with external firm and college IT department
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Student recruitment and retention

- Visited local high schools and gave talks about the VC&D program
- Led student group and individual student/family tours
- Coordinated marketing materials for VC&D program
- Met with prospective students and their families



PROGRAM ADMINISTRATIVE RESPONSIBILITIES & ACCOMPLISHMENTS *(continued)*

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Facilities

- Planned new classroom and lab space
 - Participated in the planning and supervised facilities updates
 - Oversaw western campus facilities construction renovations
 - Weekly meetings with architect and general contractor during renovation projects
 - Member of the facilities planning team for the new \$27.3 million Creative Arts facility at the metro campus
 - Specified computers, software and equipment for the Creative Arts facility
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Policies and procedures

- Collaborated with faculty and Dean to create and periodically review program policies
- Established equipment check-out policies and procedures
- Coordinated security monitoring and access card installation with outside vendor