

Kind of Cool College  
Office of Human Resources

January 2024

To the Committee:

I write to make application for the position of Vice President of Instruction at Kind of Cool College. I currently am the Dean of Business, Behavioral, and Social Sciences at Kind of Cool College (KCC), and I have been in the California Community College system since 2008 both as faculty and administration. I came to KCC from Really Cool College (RCC), a private 4-year liberal arts institution, having served as faculty in the English department and as the Academic Dean of the College of Arts and Sciences. At RCC, I worked with nine department chairpersons dealing with budgets, program development and assessment, faculty evaluations and professional development; I have worked collaboratively with Student Services and College and Administrative Services to achieve institutional goals; and I have served on a college-wide leadership team which continually monitored programs and progress against established long-term strategic enrollment and budgetary goals and targets.

When I reflect on my time as Dean at RCC, I take pride in the programs I established (e.g. Academic Symposium, the institution's International Studies Program – GEO, Freshman Seminar, *Blackberry Winter* – a student creative writing publication), and I take equal pride in the manner in which I was able to support the faculty and staff with whom I worked. I envisioned my job then, and would do so now, as negotiating the challenges that face higher education so that Faculty, Staff and Administrators are empowered to work equitably for student learning and success to their fullest potential; encouraging methodologies that enhance student learning; liaising between departments, administrative offices and the community to ensure smooth operations; fostering healthy relationships between the college and community stakeholders; and working with individual faculty, staff and administrators to develop as professionals all so that students may reach their goals.

Moving from a private 4-year college to Kind of Cool College granted the opportunity to learn the merit of and value in Participatory Governance. Through the codified language of Title V that delineates responsibilities amongst a variety of campus stakeholders, I have learned that this method of organization and participation in decision making offers a holistic representation of viewpoints from across the campus. While possibly not the speediest of decision making models, Participatory Governance grants stakeholders the greatest input in their particular area of expertise, thus ideally maximizing the effectiveness of the institution by allowing people to work to their strengths. While faculty at Kind of Cool College, I spent several years on Academic Senate, and I have learned the potential available to an institution when all parties strive for Participatory Governance. Working with the Business, Behavioral and Social Sciences division has challenged me to hone my communication skills, for within this division are 17 diverse programs offering 38 degrees and certificates. Communicating with faculty and staff in

these varied program areas requires the ability to present information simultaneously across several conceptual frameworks. For example, at any given division meeting, I encounter Computer Science faculty who by nature of their discipline eagerly anticipate change, History faculty who can recount how change has happened over time, and sitting next to them are Philosophy faculty who wonder what the nature of change truly is. Communicating across these world-views in an effective manner is a beautiful challenge, and I have enjoyed learning how to navigate these waters. I have learned that transparent, effective, and direct communication goes a long way to create an atmosphere of trust where faculty and staff alike are empowered to work to their potential.

My experiences both at RCC College and at Kind of Cool College have offered many opportunities to work with a diverse population of students, developing skills at both pedagogy and andragogy to serve the learning needs of both traditional and non-traditional students. At both institutions, I have negotiated the challenges and opportunities offered by working at multiple campuses, and I have successfully navigated offering instruction in various modalities (e.g. traditional courses, condensed courses, online enhanced instruction). In addition to the diversity in ages and learning needs, both RCC College and Kind of Cool College have offered the opportunity to work with students, faculty, staff and administrators from a variety of ethnic and socio-economic backgrounds. Kind of Cool College is a federally designated Hispanic Serving Institution, and through my work here as Faculty and on several committees (the Curriculum Committee, Academic Senate, and Assessment Workgroup), I have learned how to utilize data to highlight areas for discussion and exploration, showing where opportunities exist to meet the learning needs of the various demographics of students we serve.

Since I currently serve on KCC's Accreditation Council, I am involved in the preparation for the upcoming Accreditation visit in October. I have been, and will continue to be involved in this project as the administrative tri-chair for Standard One. I have been involved in accreditation in higher education for many years, and I understand well the mammoth task that is involved in not only creating and maintaining a campus culture that values effective processes and continuous improvement, but also collaboratively researching and compiling an accreditation report. I began consulting with The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) in 2005 as a peer reviewer in the AQIP (Academic Quality Improvement Program) path to accreditation. In addition to my work with HLC, I have led accreditation writing teams at both RCC College and Kind of Cool College working on comprehensive reports, substantive change reports and annual reports. The revamped ACCJC report is based partly on HLC's AQIP model, and I am very familiar with this framework. I have recently been accepted into the newest class of ACCJC Peer Reviewers, and I have completed my training, so my accreditation journey continues to grow, and I bring all of that experience home to Kind of Cool College.

While I have had many years of administrative experience at the Dean level, I have not yet been employed as Vice President of Instruction. It is important for the committee to know that every job I have undertaken, I have done so with intensity of purpose and drive

for excellence. I am a person who seeks out the learning needed to fill gaps in my skillset, and I am not afraid to reach out to mentors. One of the privileges of working in an institution of higher education is that one is surrounded by extremely intelligent people who are experts in many areas, and working collaboratively and inclusively allows the institution to tap into all of its resources. My time as Dean of BBSS has shown my work ethic to be consistent, true, and collaborative. I have maintained healthy collaborative relationships with all facets of the campus community, including YFA and Academic Senate, and my practice has always been to work toward solution and improvement. As I seek to take my skills to the next level of support for the institution, it would be my privilege to stay at Kind of Cool College and see through to completion projects that I have been working on with faculty and administration.

In this letter, I have attempted to address the desired qualifications for the position of Vice President of Instruction. I believe that I possess the desired qualities and qualifications and would be an asset to Kind of Cool College as the new Vice President of Instruction. While I could offer more in writing, I very much look forward to the opportunity to discuss in greater detail how I can continue to serve Kind of Cool College in a different capacity.

Sincerely,

The Applicant