



District Function Map

Introduction

The West Hills Community College District Function Map was developed to show the delineation of functions between the district and both colleges.

The current version of the WHCCD District Function Map was developed during the 2017-18 year and finalized in October 2018 based on constituent feedback. Subsequent revisions have been made to account for organizational changes within WHCCD and to provide clearer alignment to Board Policies and Procedures and Accreditation Standards.

Revision History:

October 2018

Revised: May 2019

Revised: April 2022

Revised: May 2022

Where applicable, relevant Board Policies (BP) and Administrative Procedures (AP) are listed with each function. These listings are meant to serve as a quick reference and are not comprehensive to each function.

References to accreditation standards are included in function listings where relevant. In the case of centralized and/or shared functions falling under ACCJC Standard III Resources, references to individual microstandards are included as parenthetical notations (e.g. III.C.1) for relevant district and college functions.



WEST HILLS
COMMUNITY COLLEGE DISTRICT

District Function Map



District Function Map

Function	District Role	College Role
Accreditation (BP/AP 3200)	<ul style="list-style-type: none"> Act as liaison between colleges and district for accreditation functions and issues Responsible for addressing accreditation standards related to centralized district functions Director of Accreditation, Research, Institutional Effectiveness, and Planning	<ul style="list-style-type: none"> Coordinate and facilitate ongoing accreditation functions College ALOs and Presidents are primary points of contact for ACCJC President (WHCC & WHCL) Vice President of Educational Services (ALO) (WHCC) Vice President of Educational Services (ALO) (WHCL)
Admissions, Records, and Registration (Chapters 4 and 5 of BP/AP)	<ul style="list-style-type: none"> Final approval of registration schedule ERP setup of negotiated academic calendar Associate Vice Chancellor of Education and Student Services (District CIO)	<ul style="list-style-type: none"> Evaluates applications to determine eligibility for admission, review for complements and accuracy, code and process applications according to established policies and procedures. Maintain registration processes and services Maintains student records Maintain and monitor storage of student records (i.e. grades, attendance records etc.) Coding priority registration Review external reporting (MIS, NSC, IPEDS) for accuracy related to student data/records Maintain online application (CCCApply) Print transcripts Evaluates transcripts to determine transfer of credits, reviews applications for graduation according to established guidelines. Evaluate student eligibility for academic degrees and certificates Faculty make recommendations on course articulation Evaluate, and certify external student records for entry into ERP Vice President of Student Services (WHCC & WHCL) Director of Admissions & Records/Registrar (WHCC & WHCL)
Adult Education		<ul style="list-style-type: none"> Deliver Adult Education instructional services Oversee college-level budget for Adult Education Provides student data and budget information to District for state reporting Dean of Educational Services (WHCC) Vice President of Educational Services (WHCL)



District Function Map

<p>Articulation (BP/AP 4050)</p>		<ul style="list-style-type: none"> • Assist in development of faculty-approved articulation agreements • Maintain various articulation web sites and databases (ASSIST, Oscar, C-ID, etc.) • Maintain TES articulation database • Review and confirm accuracy of curriculum pertaining to transferability. • Faculty make recommendations on course equivalencies <p>Vice President of Student Services (WHCC & WHCL) Dean of Student Services (WHCC & WHCL) Articulation Officer (WHCC & WHCL)</p>
<p>Athletics (BP/AP 5700)</p>		<ul style="list-style-type: none"> • Athletics <ul style="list-style-type: none"> ○ Intercollegiate athletic sports. ○ Title IX reporting ○ Adhere to CCCAA, Central Valley Conference, and other regulations <p>Vice President of Student Services (WHCC) Associate Dean of Athletics & Kinesiology (WHCC) Vice President of Educational Services (WHCL) Associate Dean of Athletics & Kinesiology (WHCL)</p>
<p>Auxiliary Services ACCJC Standard III.D Financial Resources</p>	<ul style="list-style-type: none"> • Negotiate, sign, process, and maintain contracts with outside vendors (III.D.16) • Child Development Centers – budget planning and monitoring, progress reporting, state and regional contract management Director of Child Development Centers <p>Vice Chancellor of Business and Fiscal Services</p>	<ul style="list-style-type: none"> • Bookstore Vice President of Educational Services (WHCC & WHCL) • Food Services Food Service Manager (WHCC) President (WHCL) • Residence Halls Associate Dean of Athletics & Kinesiology (WHCC) Director of Residential Living (WHCC) • Farm Operations (non-instructional/crop production) Director, Farm of the Future (WHCC)
<p>Board of Trustees (Chapter 2 of BP/AP) ACCJC Standard IV.C Governing Board</p>	<ul style="list-style-type: none"> • Set policy, delegate authority, and provide leadership and oversight. <p>\</p> <p>Chancellor</p>	



District Function Map

<p>Budget Development</p> <p>(BP/AP 6200)</p> <p>ACCJC Standard III.D Financial Resources</p>	<ul style="list-style-type: none"> • Provides criteria and institutional guidelines for financial planning and budgeting based on the district mission and goals (III.D.3, III.D.4) • Complies with statutory deadlines for tentative and adopted budget planning and approval • Provides current resource allocation • Preparation of college and district budget worksheets • Development of annual tentative and adopted budget documents for Board of Trustees review and approval (III.D.1, III.D.9, III.D.11, III.D.12, III.D.13) • Coordination with colleges on budget planning cycle. • Collaborate and coordinate with the colleges to develop FTES and FTEF targets and instructional budget allocation • Maintain adherence to BP/AP 6200 Budget Preparation and Resource allocation (III.D.9) <p>Chancellor Vice Chancellor of Business and Fiscal Services Budget Services and Procurement Supervisor</p>	<ul style="list-style-type: none"> • Uses the college mission and goals as the foundation of budget and financial planning through integrated planning and participatory governance (III.D.2, III.D.3) • Provides criteria and institutional guidelines for financial planning and budgeting at the college level (III.D.4) • Complies with statutory deadlines for tentative and adopted budget planning and approval • Preparation of college budget development worksheets <p>President (WHCC & WHCL)</p>
--	---	--



District Function Map

<p>Budget Services – Accounting</p> <p>ACCJC Standard III.D Financial Resources</p>	<ul style="list-style-type: none"> • Processes all accounts payable and accounts receivable transactions • Reconciles accounts • Establish and maintain fiscal controls through Budget Services Manual (III.D.5, III.D.6, III.D.8) • Oversee annual audit (III.D.6, III.D.7, III.D.8) • Processes reimbursement claims and travel requests • Prepares financial statements (III.D.10) • Oversees the disbursement and account maintenance of financial aid (III.D.10, III.D.15) • Assists in managing grant and auxiliary accounting (III.D.14) • District insurance management handling (worker’s compensation; health and welfare; property; liability and crime; and student and athlete insurance program) • Provide staff with budget lookup and report training for Ellucian Colleague • Audit and process budget transfer requests • Audit and process personnel budget change forms <p>Vice Chancellor of Business and Fiscal Services Director of Fiscal Services Budget Services and Procurement Supervisor Accounting Services Supervisor Grants Services Supervisor</p>	<ul style="list-style-type: none"> • Process budget transfer requests • Process personnel budget change forms • Track and monitor department and area budgets <p>Presidents (WHCC & WHCL) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL)</p>
--	---	--



District Function Map

<p>Budget Services – Capital Outlay Project Administration</p> <p>(Chapter 6 of BP/AP)</p> <p>ACCJC Standard III.B Physical Resources</p>	<ul style="list-style-type: none"> • Management of various phases of construction contracts (III.B.4) • Maintain multiple source project funding allocations and budgets (III.B.4) • Establish process for determining total cost of ownership (TCO) for new facilities and equipment (III.B.4) • Issue Notices to Proceed, Purchase Orders, and Notices of Completion • Work closely with contractors, architects, and other service providers • Maintain and reconcile project audits • Preparation and submittal of reimbursement claims to state and other agencies • Respond and compile requests for information for federal, state, and local agencies regarding projects. • Maintain Fixed Assets Inventory System and prepare reports for auditors and insurance carriers. <p>Vice Chancellor of Business and Fiscal Services Budget Services and Procurement Supervisor</p>	<ul style="list-style-type: none"> • Work closely with contractors, architects, and other service providers • Assist in the solicitation of bids for scheduled maintenance projects. • Tag fixed assets in coordination with District Office <p>President (WHCC & WHCL) Director of Maintenance and Operations (WHCC & WHCL)</p>
<p>Budget Services – Payroll</p> <p>ACCJC Standard III.D Financial Resources</p>	<ul style="list-style-type: none"> • Processes payroll for all college and district employees • Prepares monthly, quarterly, and annual federal, state, and district reports • Monitors and adjusts employee wages. <p>Vice Chancellor of Business and Fiscal Services Payroll Services Supervisor</p>	



District Function Map

<p>Budget Services – Purchasing</p> <p>(BP/AP 6330)</p> <p>ACCJC Standard III.D Financial Resources</p>	<ul style="list-style-type: none"> Oversees and monitors purchasing throughout the district Set purchasing procedures and maintain Budget Services Manual (III.D.5) Processes all requisitions and purchase orders Communicates with employees and vendors regarding purchases Provide staff with Ellucian Colleague purchasing training Preparation of RFQ (Request for Quote) and RFP (Request for Proposal) processes Review contracts for basic legal requirements and review with legal as needed (III.D.16) <p>Vice Chancellor of Business and Fiscal Services Budget Services and Procurement Supervisor Accounting Services Supervisor</p>	<ul style="list-style-type: none"> Entry and approval of purchase requisitions Communicates with employees and vendors regarding purchases <p>Presidents (WHCC & WHCL) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL) Department/Budget Managers (WHCC & WHCL)</p>
<p>Career Technical Education and Workforce Development</p> <p>(Chapter 4 of BP/AP)</p> <p>ACCJC Standard II.A Instructional Programs</p>	<ul style="list-style-type: none"> High level planning and visioning for to meet current and future workforce and career technical education needs of the district and beyond. Create partnerships Identify and expand new and developing markets Develop and implement strategies for achieving college and district goals and objectives related to career/occupational/workforce education <p>Associate Vice Chancellor of Education and Student Services (District CIO)</p>	<ul style="list-style-type: none"> Manage CTE certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill Review and revise, as necessary, existing programs to meet industry needs Work with employer advisory committees and other regional entities Promote career technical education programs to communities, high schools, and special populations Plan, develop, and maintain the college's compliance with appropriate state and federal regulations related to career technical programs Develop and enhance training programs designed to serve local workforce needs Represent college on district, local, regional, and state workforce committees <p>Dean of Career Technical Education (WHCL) Dean of Educational Services (WHCC)</p>



District Function Map

<p>Catalog Development</p> <p>ACCJC Standard I.C Institutional Integrity</p>	<ul style="list-style-type: none"> Coordinates timeline for Catalog Development <p>Associate Vice Chancellor of Education and Student Services (District CIO)</p>	<ul style="list-style-type: none"> Revise and update college catalog on an annual basis Ensure production and timely release of college catalogs and addenda Ensure accuracy of catalog course and program listings against Chancellor's Office Curriculum Inventory (COCI) and student information system Publish college catalog and catalog addenda <p>Vice President of Educational Services (WHCC & WHCL) Director of Admission and Records/Registrar (WHCC & WHCL) Curriculum Systems Managers (WHCC & WHCL)</p>
<p>Child Development Centers</p>	<ul style="list-style-type: none"> Provide high quality early care and education Provide early intervention for children with special needs Enhance family capacity by providing services and education for parents Provide best practices in early education Support early education educators throughout the district. Maintain accreditation of Child Development Centers with state and other agencies <p>Director of Child Development Centers Center Site Supervisors</p>	<ul style="list-style-type: none"> Maintenance and safety & security for Child Development Center facilities at campus sites. <p>President (WHCC & WHCL) Director of Maintenance and Operations (WHCC & WHCL)</p>
<p>Community Education (Community Service)</p>		<ul style="list-style-type: none"> Identify community needs Develop and promote fall, spring, and summer schedule for community education classes Work with instructors to develop curriculum for community education classes Support marketing of community education classes Facilitate registration of students and payment for courses. <p>Vice President of Student Services (WHCC) Vice President of Educational Services (WHCL)</p>



District Function Map

<p>Contract Training (Not for Credit) (BP 4104)</p>	<ul style="list-style-type: none"> • Provide customized academic services and skills training, testing, and assessment services for external clients on a fee for service basis • Provide not-for-credit offerings to college Adult Education programs • Negotiate, sign, process, and maintain contracts with outside vendors; determine the need for legal advice on contract issues in conjunction with Vice Chancellor of Business and Fiscal Services' Office • Ongoing sales projections and tracking of employers, agencies, and students served and trained • Coordinate service offerings between credit and non-credit sites, as well as with community colleges regionwide • Identify potential grant funding opportunities to support development of training and employment services <p>Associate Vice Chancellor of Education and Student Services(District CIO) Director of Contract Training Director of Grants</p>	<ul style="list-style-type: none"> • Assist district in identifying potential clients and opportunities for offering Not-for-Credit Contract Training • Provide facilities (office and classroom) to support delivery of training and employment services through contract training <p>Vice President of Educational Services (WHCC & WHCL)</p>
<p>Curriculum Development (BP/AP 4020)</p> <p>ACCJC Standard II.A Instructional Programs</p>	<ul style="list-style-type: none"> • Advise on policies, procedures, and processes related to curriculum and educational planning <p>Chancellor Associate Vice Chancellor of Education and Student Services (District CIO)</p>	<ul style="list-style-type: none"> • Adhere to Education Code and district policy and procedures • Develop and recommend new and revised courses and programs to the Board of Trustees • Maintain course and program records in the Chancellor's Office Curriculum Inventory (COCI) • Develop and maintain Student Learning Outcomes at the course, program, and institutional levels. • Maintain degree audit system in alignment with approved programs of study <p>Vice President of Educational Services (WHCC & WHCL) Faculty Curriculum Committee Chairs (WHCC & WHCL) Curriculum Systems Managers (WHCC & WHCL)</p>



District Function Map

<p>Educational Services</p> <p>(Chapter 4 of BP/AP)</p> <p>ACCJC Standard II.A Instructional Programs</p>	<ul style="list-style-type: none"> • Program Development <ul style="list-style-type: none"> ◦ Establishes guidelines for program expansion or discontinuance through BP/AP 4021 on Program Viability • Maintain schedule development timeline • Maintain academic calendar based on negotiated term dates <p>Associate Vice Chancellor of Education and Student Services (District CIO)</p>	<ul style="list-style-type: none"> • Contract Education (Credit and Non-Credit) <ul style="list-style-type: none"> ◦ Development of contractual agreements (i.e. MOU) for educational credit will primarily rely on District staff for its development and negotiated agreement ◦ All instructional and student services support of the MOU for college credit and noncredit will be college-based ◦ Ensure adherence to minimum qualifications for faculty. • Program Development • Instructor evaluations • Schedule Development <ul style="list-style-type: none"> ◦ Develop schedule based on student needs and faculty input ◦ Enter and maintain course schedule in ERP ◦ Assign courses to faculty and monitor faculty workloads • Academic Support –Tutoring & Supplemental Instruction <ul style="list-style-type: none"> ◦ Recruit, hire and schedule tutors and SI leaders ◦ Track and report student usage of services <p>Vice President of Educational Services (WHCC & WHCL) Curriculum Systems Managers (WHCC & WHCL)</p>
<p>Enrollment Management</p>	<ul style="list-style-type: none"> • Ensures compliance with District, state, and federal policies, rules, and regulations • Development of data, reports, and analytics to support Enrollment Management • Collaborate with colleges to develop annual targets for FTES and FTEF • Submit the CCFS-320 Report <p>Director of Accreditation, Research, Institutional Effectiveness, and Planning</p>	<ul style="list-style-type: none"> • In conjunction with the district, develop and follow a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students • Ensures compliance with District, state, and federal policies, rules, and regulations • Collaborate with District to develop annual targets for FTES and FTEF <p>President (WHCC & WHCL) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL)</p>



District Function Map

<p>Facilities Planning</p>	<ul style="list-style-type: none"> • Work with district architect to plan future facilities and campus master plan (III.B.4) • Recommend completed building designs to the Board of Trustees (III.B.4) • Approve technology and furniture installation for new facilities • Collaborate with the colleges to develop the District Facilities Master Plan <p>Chancellor Vice Chancellor of Business and Fiscal Services</p>	<ul style="list-style-type: none"> • Collaborate with the District to develop and maintain the District Facilities Master Plan (III.B.3) • Submit technology and furniture installation requests to district office • Plan scheduled maintenance priorities (III.B.3) <p>President (WHCC & WHCL) Maintenance and Operations Director (WHCC & WHCL)</p>
<p>Foundation</p>	<ul style="list-style-type: none"> • Coordinates district fundraising and approve fundraising events • Provides accounting services for funds that are raised and/or spent from fundraising activities and Foundation programs • Administers scholarship funds • Coordinates donor communication • Oversee and approve donor recognition across District and colleges <p>Chancellor Executive Director of West Hills Community College Foundation</p>	<ul style="list-style-type: none"> • Executes fundraising events according to approved plan • Implement programs and initiatives that are funded through the Foundation • Report to District Foundation Office on use and impact of donor funds • Colleges award scholarships and select student applicants in collaboration with Foundation • Implement donor recognition on campus • Update the Foundation on donor contacts and communications <p>President (WHCC & WHCL)</p>



District Function Map

<p>Grant and External Fund Development (BP/AP 6301)</p>	<ul style="list-style-type: none"> Serves as the primary point of contact for all grants funding (federal, state, and local) Responsible for identifying external funding opportunities and securing grant or contract funds to support and expand college academic and student support services and improve infrastructure support through acquisition of capital and equipment funds Responsible for developing funding requests, working with college personnel on service and equipment needs, handling follow up negotiations or provision of required information for funding Provide consultation and assistance throughout the entire grant writing process Prepares final application packages with college input Serves as single submission site for all funding proposals. Oversight of awarded grants, including budgets, programmatic compliance, and Annual Performance Reports (APRs) Supports the writing and submission of quarterly reports Reviews APRs prior to submission by program director Invoicing for CCCCCO and Foundation grants Ensure compliance with applicable laws, regulations, district policies and procedures, and sponsor guidelines Manage district and college CTEA (Perkins/VTEA) contracts Develop district-level Perkins plan and coordinate and approve college plans Enter CTEA survey data into ERP system for MIS reporting <p>Associate Vice Chancellor of Education and Student Services (District CIO) Director of Grants</p>	<ul style="list-style-type: none"> Identify external funding opportunities in collaboration with District Grants Office Collaborate with grants office to create funding requests Review final application packages and provide input Implementation of grant programs and activities Provide district with quarterly (programmatic and budget) report information for submission to grantors Develop and submit Annual Performance Reports Responsible for compliance with applicable laws, regulations, district policies and procedures, and sponsor guidelines Develop college-level Perkins plan (programmatic and spending) Collect and administer student surveys for gathering MIS data for Perkins eligible courses/students <p>President (WHCC & WHCL) Grant Administrators/Directors (WHCC & WHCL)</p>
<p>High School Dual Enrollment</p>		<ul style="list-style-type: none"> Management of dual-enrollment operations (scheduling, student services, etc.) <p>Coordinator of Dual Enrollment (WHCC) Director of Special Grants/Dual Enrollment (WHCC) Dean of Educational Services (WHCC) Director of Outreach and Recruitment (WHCL) Vice President of Educational Services (WHCL)</p>



District Function Map

<p>Human Resources</p> <p>(Chapter 7 of BP/AP)</p> <p>ACCJC Standard III.A Human Resources</p>	<ul style="list-style-type: none"> Assist with employee relations including performance evaluations, discipline, etc.(III.A.13) Coordinate and manage recruitment and selection (III.A.1, III.A.2) Screen applications based on job descriptions and minimum qualifications (III.A.1, III.A.2, III.A.3, III.A.4). Administer and enforce collective bargaining agreements, and personnel policies (III.A.11, III.A.13) Maintain personnel records (III.A.15) Benefits administration including health benefits, leave accruals, worker's compensation, etc. Plan and coordinate employee orientations and functions Develop and maintain Equal Employment Opportunity (EEO) Plan (III.A.12) Employee training and development <p>Associate Vice Chancellor of Human Resources</p>	<ul style="list-style-type: none"> Performance evaluations, discipline, etc. (III.A.5,III.A.8) Assure compliance with collective bargaining agreements Participate in recruitment and selection Employee training and development (III.A.8, III.A.14) Determines institutional staffing needs and recommends new/replacement positions through local governance process (III.A.7, III.A.9, III.A.10) <p>President (WHCC & WHCL)</p>
<p>Information Technology – Help Desk</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Staff assistance with Office365, MyWestHills, password resets, and general technology issues Level 2 support for student and staff assistance with Office365, MyWestHills, password resets, and general technology issues <p>Associate Vice Chancellor of Information Technology (District CTO)</p>	<ul style="list-style-type: none"> Level 1 student and staff assistance with Office365, MyWestHills, password resets, and general technology issues <p>Dean of Student Services (WHCC) Vice President of Student Services (WHCL)</p>
<p>Information Technology – Data Management</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Maintain Enterprise Resource Planning System (Ellucian Colleague) in conjunction with designated Colleague Team Leads/Product Experts Monitor and maintain information systems integrity and consistency Support and develop secondary data storage and reporting services Develop and provide operational reports for district staff Support data and reporting infrastructure for institutional research department California MIS reporting <p>Associate Vice Chancellor of Information Technology (District CTO)</p>	<ul style="list-style-type: none"> Data stewards monitor and maintain data integrity and consistency Data validation and correction for California MIS Reporting Other forms of external reporting (NSC, DOE, SSARCC, grants, etc.) <p>Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL) Department Managers (WHCC & WHCL)</p>



District Function Map

<p>Information Technology – Technology Development and Planning</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Oversight of District Strategic Plan for Information Technology (III.C.1, III.C.2, III.C.3) Lead District Technology Council Executive Committee (DTCEC), DTCEC makes recommendations to Chancellor’s Executive Cabinet <p>Associate Vice Chancellor of Information Technology (District CTO) District Technology Council Executive Committee (DTCEC)</p>	<ul style="list-style-type: none"> Propose new technology projects through the college governance process <p>President (WHCC & WHCL) College Technology Committee Chairs (WHCC & WHCL)</p>
<p>Information Technology – Security and Risk Management</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Sets Business Continuity and Disaster Recovery plans regarding IT Infrastructure. Implements information security standards for district technology resources Establish and enforce district policies for acceptable use of district technology resources (III.C.5) Oversees cybersecurity awareness training for employees <p>Associate Vice Chancellor of Information Technology (District CTO)</p>	
<p>Information Technology – Technology Services</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Infrastructure and maintenance including voice, video, and data networks; central computing servers and other data center systems; approval and purchase of all computers and peripheral hardware (III.C.2) End user technical services including maintenance, repairs, installations, upgrades, etc. (III.C.2) Sets standards for video conferencing equipment, both in classrooms and conference rooms Responsible for installation, programming, and maintenance of classroom technology equipment <p>Associate Vice Chancellor of Information Technology (District CTO)</p>	<ul style="list-style-type: none"> Maintains classroom instructional technology Provides computers to teaching staff as requested Provides media services for non-instructional events Training for faculty and staff on the appropriate use of classroom technology equipment (III.C.4) <p>Vice President of Educational Services (WHCC & WHCL) Media Services Specialist (WHCC & WHCL)</p>
<p>Information Technology – Applications</p> <p>ACCJC Standard III.C Technology Resources</p>	<ul style="list-style-type: none"> Administration of mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications Coordination of systems that connect/share data with ERP (Civitas, OnBase, etc) Administer user access to mission critical business applications <p>Associate Vice Chancellor of Information Technology (District CTO)</p>	<ul style="list-style-type: none"> Administer user access for college applications (eLumen, Civitas, Campus Logic, TutorTrack, Maxient, NSC, Canvas, etc.) <p>Dean of Student Services (WHCC) Director of Financial Aid (WHCC) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCL)</p>



District Function Map

<p>Institutional Effectiveness</p> <p>(BP/AP 3225)</p> <p>ACCJC Standards:</p> <p>I.B Assuring Academic Quality and Institutional Effectiveness</p> <p>IV.A Decision Making Roles and Processes</p>	<ul style="list-style-type: none"> Assess the effectiveness of district administrative units and departments Leads the district's strategic planning process Supports the colleges' strategic planning processes Develops a broad-based, comprehensive, systematic, and integrated system of strategic and educational master plans Overall responsibility for implementation of the district strategic and educational master plan Develops methods for achieving the strategic directions Integrates plans into the district's annual planning processes. <p>Strategic and Educational Master Planning</p> <ul style="list-style-type: none"> Develops a broad-based, comprehensive, systematic, and integrated system of strategic and educational master plans Overall responsibility for development and implementation of the district strategic and educational master plan Develops methods for achieving the strategic directions Integrates plans into the district's annual planning processes. <p>Outcomes Assessment</p> <ul style="list-style-type: none"> Supports college outcomes assessment through analysis and data collection when requested Conducts outcomes assessment for District administrative units <p>Program Review</p> <ul style="list-style-type: none"> Conducts program review for centralized district functions <p>Chancellor Director of Accreditation, Research, Institutional Effectiveness, and Planning</p>	<ul style="list-style-type: none"> Assess the effectiveness of college shared governance structure and practices Assess student learning Assess the effectiveness of college administrative units and departments Develops college strategic and educational master plans in alignment with the district strategic plan Overall responsibility for implementation of the college strategic and educational master plan Develops methods for achieving the strategic directions Integrates college and district plans into the college planning and governance processes. <p>Strategic and Educational Master Planning</p> <ul style="list-style-type: none"> Develops college strategic and educational master plans in alignment with the district strategic plan Overall responsibility for implementation of the college strategic and educational master plan Develops methods for achieving the strategic directions Integrates plans into the college planning processes. <p>Outcomes Assessment</p> <ul style="list-style-type: none"> Conduct regular and systematic assessment of Student Learning Outcomes at all levels. Conduct regular and systematic assessment of support and administrative units and functions Integrate outcomes assessment into the broader scheme of integrated planning for the purposes of improved student learning and institutional effectiveness. <p>Program Review</p> <ul style="list-style-type: none"> Conduct regular program review for instructional, student services, and other support programs, and utilize the results of these reviews for program improvement and resource allocation <p>President (WHCC & WHCL) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL)</p>
--	---	---



District Function Map

<p>Institutional Research</p>	<ul style="list-style-type: none"> • Develops and carries out the district's Strategic Research Agenda • Provides data and analysis to college and district office executives charged with developing and implementing policy • Provides analytical consultation and assistance to administrative and academic units, as well as to district and college committees • Works with the Information Technology and Enrollment Management departments to develop and maintain accurate, comprehensive databases to support planning and management decision making. • Central point of contact for survey development and deployment • IPEDS keyholder <p>Director of Accreditation, Research, Institutional Effectiveness, and Planning</p>	<ul style="list-style-type: none"> • Identify and request data and research, as needed <p>President (WHCC & WHCL) Vice President of Educational Services (WHCC & WHCL) Vice President of Student Services (WHCC & WHCL)</p>
<p>Instructional Technology/ Distance Education (AP 4105)</p> <p>ACCJC Standards II.A Instructional Programs and III.C Technology Resources</p>		<ul style="list-style-type: none"> • Faculty, staff, and student support and training with learning management system (LMS) and other technologies/software (III.C.4) • Educational Technology Specialists (WHCC & WHCL) • Vice President of Educational Services (WHCC & WHCL)
<p>Library/Learning Resource Center</p> <p>(BP 4040)</p> <p>ACCJC Standard II.B Library and Learning Support Services</p>		<ul style="list-style-type: none"> • Supervision and coordination of faculty librarian and learning resource center personnel • Management of electronic and physical learning resources, including facilitating new purchases for the library and learning resources <p>Vice President of Educational Services (WHCC & WHCL) Librarian (WHCC & WHCL)</p>



District Function Map

<p>Maintenance/ Operations</p> <p>ACCJC Standard III.B Physical Resources</p>	<ul style="list-style-type: none"> Provide high level of leadership around planning and development of new facilities and construction <p>Chancellor Vice Chancellor of Business and Fiscal Services</p>	<ul style="list-style-type: none"> Provides for secure, safe, clean, and well-maintained facilities and grounds (III.B.1) Sub-departments include facilities, maintenance, grounds, custodial, campus security Coordinates rental of facilities Ensures proper room setup for campus events Maintains and accurate billing system for facility rental fees Emergency repairs; health and safety issues (III.B.1) Routine maintenance, ensuring that repairs are made in a timely manner (III.B.2) Preventive maintenance (routing inspections and maintenance of existing equipment) (III.B.2) Scheduled/deferred maintenance (long term plan for major repairs to facilities and equipment) (III.B.3) <p>Director of Maintenance and Operations (WHCC & WHCL)</p>
<p>Marketing and Communications</p>	<ul style="list-style-type: none"> Creates community awareness of the district and colleges Creates marketing and communication strategies for the district and colleges Provides digital media services and branding guidelines for the district and colleges Ensure consistency of branding by overseeing the development of all marketing materials at the district and college levels Primary point of contact for media relations Oversees internal and external mass communications for the district and colleges Create and manage advertising campaigns for district and colleges, including television, radio, social media, and digital advertising <p>Director of Marketing/Public Information Officer</p>	<ul style="list-style-type: none"> Collaborate with District Marketing Department on communications, strategy, and marketing efforts Post content to social media, campus calendars, and student announcements as needed for campus events and announcements <p>President (WHCC & WHCL)</p>



District Function Map

<p>Risk Management</p> <p>(Chapters 6 and 7 of BP/AP)</p> <p>ACCJC Standard III.B Physical Resources</p>	<ul style="list-style-type: none"> • Work with all levels and departments of employees to initiate and maintain awareness of safety issues to provide a safe and healthy work and educational environment (III.B.1) • Plan, organize, update, evaluate, and distribute district IIP and its required programs, policies, and procedures relating to safety and health issues • Maintain and serve as liaison with governmental agencies (local, state, and federal) on safety related issues • Arrange for safety and health inspections and follow up to ensure corrective action is completed • Lead district Risk Management Committee • Develop technology data security protocols and processes <p>Vice Chancellor of Business and Fiscal Services Associate Vice Chancellor of Human Resources Associate Vice Chancellor of Information Technology Budget Services Supervisor</p>	<ul style="list-style-type: none"> • Work with all levels and departments of employees to initiate and maintain awareness of safety issues to provide a safe and healthy work and educational environment (III.B.1) • Plan, organize, update, evaluate, and distribute district IIP and its required programs, policies, and procedures relating to safety and health issues • Assigns college representatives to District Risk Management Committee <p>President (WHCC & WHCL) Director of Maintenance and Operations (WHCC & WHCL)</p>
---	---	---



District Function Map

<p>Student Services</p> <p>(Chapter 5 of BP/AP)</p> <p>ACCJC Standards:</p> <p>II.B Library and Learning Support Services</p> <p>II.C Student Support Services</p> <p>III.D Financial Resources</p>	<ul style="list-style-type: none"> • Financial Aid <ul style="list-style-type: none"> ○ District Business Office disburses Financial Aid (III.D.15) <p>Director of Fiscal Services</p>	<ul style="list-style-type: none"> • Financial Aid <ul style="list-style-type: none"> ○ Evaluates applications to determine eligibility for financial aid according to federal and state regulations, and awards grants, scholarships, loans, work study, and other need-based aid to eligible students ○ Evaluates satisfactory academic progress in accordance with federal regulations ○ Prepares and submits state and federally mandated reports ○ Reconciles financial aid accounts (III.D.15) ○ Monitor and manage student loan default rates (III.D.15) • International Students Program • Student Life <ul style="list-style-type: none"> ○ Organize and support student government and clubs • Disabled Students Program & Services (DSPS) • Extended Opportunities Programs & Services (EOPS) • CalWORKS Program • Student Equity and Achievement (SEA) Program • Outreach • TRIO Programs • Veterans and Military Services • Evaluation of Counseling Faculty • Student Basic Needs <p>Vice President of Student Services (WHCC) Dean of Student Services (WHCC) Vice President of Student Services (WHCL) Dean of Student Services (WHCL) Associate Dean of Categorical Programs (WHCL) Financial Aid Directors (WHCC & WHCL)</p>
--	---	---



District Function Map

Web Services	<ul style="list-style-type: none">• Develop web content aligned with district marketing strategy and communications policies• Coordinates with Information Technology to develop, maintain, and support technical foundation of the district's web-based communication tools, internet, myWestHills portal sites, and mobile app.• Creates and manages governance policies, update schedules, procedures, access, and security to ensure high quality and appropriateness of web content aligned to District Marketing strategy• Ensure that District branding policy is reflected in online and web presence• Monitor web traffic and analytics and maintain search engine optimization• Assist in publishing college catalog to website <p>Web Administrator Director of Marketing/Public Information Officer</p>	<ul style="list-style-type: none">• Provide content for web-based communications• Review web-based communications for current and relevant information• Update content on college websites <p>Dean of Student Services (WHCC) Vice President of Student Services (WHCL) Vice President of Educational Services (WHCC & WHCL) Department Supervisors (WHCC & WHCL)</p>
---------------------	--	---