Instructional Leadership Management

Last Modified on 08/19/2025 2:28 pm CDT

The Instructional Leadership Management Form is used by the Vice President of Instruction (VPI) to assign responsibility for academic departments and their associated courses across their campus and centers. Specifically, this form designates which **Dean, Department Chair, Lead Faculty, and Program Directors** are accountable for each department. The form can also be used by all Faculty to view their syllabus approval structure.

NOTE: Please refer to the <u>Course List by Academic Department</u> (<u>https://vtac.lonestar.edu/help/course-list-by-academic-department</u>) table to ensure accurate assignments. It lists each department alongside its Subject Area codes (course prefixes in iStar). Use this to confirm which Subject Areas fall under each department's oversight before submitting the form.

The collected information serves two key purposes:

- Syllabus Approval in the Simple Syllabus tool It determines who can approve course syllabi in the Simple Syllabus tool.
- Self-Enrollment Access in D2L

It enables designated users to **self-enroll in D2L courses**. This access empowers Deans, Chairs, Lead Faculty, and Program Directors to promptly address student issues or disputes without waiting for Online Services to manually grant course access.

Navigate the Instructional Leadership Management Form

 The completed form displays a table of users who have access to your campus and its associated centers. The table initially appears empty and will populate as users are added. It includes the following columns, with sorting options available for Last Name, First Name, ID Number, Role, and Location. You can click the arrows next to each column header to toggle between ascending and descending order.

				Instructional Leadership Management		
			VPIs use this fo	rm to manage users and their role, location, and department associations.		
					Name, ID, Role, Locatio	on Q (
Montgomery						
+ Add new rec	ord					
Last Name	First Name	ID \$	Role ≑	Academic Departments	Location \$	Edit / Delete
Allen	Barry	11	Dean	Biotechnology, Emergency Medical Services		💉 🗡
Queen	Oliver	10	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal Ju		/ ×
	Pruco	73	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer In	Creekside Center	1 ×

2. To add a new user to the table, click **[+ Add new record]** from the upper left-hand corner of the table.

+ Add new reco	ord		
Last Name 🍦	First Name 🜲	ID \$	Role 🖨
Allen	Barry	11	Dean
Queen	Oliver	10	Dean
Wayne	Bruce	73	Dean

3. In the **Add New User** window, use the search bar to find the person you want to add by entering their **ID number**, **email address**, or **Username**.

NOTE: The user must already exist in D2L to appear in the search results.

Add New User		×
Search	ID, Email, or Username]

4. Once the user is found, their information will be displayed. Verify that the details are correct, then select **[Continue]** to proceed.

Add New User					×
Search	0999			م	
User F	ound				1
User I): 0999				
Usern	ime: JOSeph ime: JOS				
Email:	joseph	@lonestar.ed	U		
				CONTINUE	

5. On the next window, you will see the following elements:

- A. **Name** Displays the selected user's name.
- B. Role Select the appropriate role for the user. The role options are Dean, Chair, Lead Faculty, and Program Director.
- C. **Center** Select the campus or center the user is associated with.
- D. **Available Departments** List of departments the user can be assigned to.
- E. **Current Departments** List of departments the user is currently assigned to.
- F. [←] [→] Use the arrow buttons to move departments between the available and current lists.
- G. **[Insert]** Click this to finalize the user's assignment and add them to the table.

Add New User		(×
A Name:	Joseph	Joestar	
B Role:	Dean	~	
C Center:	Conroe Center	~	
D Available Departm	ents	E Current Departments	
Cosmetology	•	Dance	
Cybersecurity		Massage Therapy	
Data Analytics	• • •	Philosophy	
Dental Hygiene		Criminal Justice	
Diagnostic Medical Sonog	raphy		
Drama			
Economics	-		
G—	INSERT	CANCEL	

- 6. Once added, the new user will appear in the table. To make changes, use the **[Edit/Delete]** column:
 - A. Click the [Pencil] icon to edit the user's information.
 - B. Click the **[X]** icon to remove the user from the table.

Montgomery						
+ Add new reco	ord					
Last Name 🌲	First Name 👙	ID \$	Role \$	Academic Departments	Location \$	Edit / Delete
Allen	Barry	11	Dean	Biotechnology, Emergency Medical Services		/ ×
Joestar	Joseph	09	Dean	Criminal Justice, Dance, Massage Therapy, Philosophy	Conroe Center	/ ×
Queen	Oliver	10	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal J		/ ×
Wayne	Bruce	73	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer I	Creekside Center	/ ×

- 7. On the top of the screen, use the search bar to filter and locate specific users efficiently.
 - A. Enter a value in the search bar to filter by fields such as Name, ID, Role, Department, or Location.
 - B. Click the **[Magnifying glass]** icon to apply the filtering in the text box.
 - C. Click the **[Refresh]** icon to remove all filtering from the table.

					Name, ID, Role, Location	C	L.
ontgomery						C	3
+ Add new rec	ord						
Last Name 🜲	First Name 🜲	ID \$	Role 💠	Academic Departments	Location 💠	Ed De	it / ete
Allen	Barry	11	Dean	Biotechnology, Emergency Medical Services		1	×
Joestar	Joseph	09	Dean	Criminal Justice, Dance, Massage Therapy, Philosophy	Conroe Center	1	>
Queen	Oliver	10	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal J		1	×
	Bruce	73	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer I	Creekside Center	1	×

If you have any questions about the form, please contact VTAC Support at **vtac@lonestar.edu**.