

Faculty Distance Education (DE) Coordinator Duties August, 2013

The faculty DE coordinator assists faculty in the delivery of Distance Education courses. The DE coordinator currently receives 25% reassigned time (7.5 hrs/week).

Each college has one DE coordinator who is appointed for a one year term by the college VPI after conferring with the chair of the Academic Senate.

DE coordinators report to the Vice Chancellor of Educational Services, who oversees DE for the district.

Each year, one DE coordinator is selected by the DE coordinators to be a member of the District Technology Committee.

Moodle is the course management system that Peralta uses as a platform for DE instruction. DE coordinators will be proficient with Moodle and preferably have experience teaching online or hybrid courses.

DE Coordinator duties:

1. Attend college Technology Committee meetings.
2. Attend college and district Curriculum Committee meetings when DE issues are before the committee.
3. Attend District DE Coordinators meetings.
4. Develop an annual college DE planning document under the direction of the AVC or VC of Ed Services that includes plans for continued DE enrollment along with goals regarding number and types of new DE courses, DE enrollment projections, and other planning information.
5. Help insure a robust offering of DE courses and programs.
6. Use the BI tool DE dashboard to maintain a spreadsheet with data on college DE course offerings by semester.
7. Assist faculty in designing, developing, and maintaining DE courses.
8. Assist faculty in the use of Moodle.
9. Keep up-to-date with DE research and best practices as established by state chancellor's office, accreditation committees, other governing bodies, and current academic research.
10. Work with administrators and faculty to evaluate structure and functionality of DE courses, insuring that course quality and integrity is maintained.
11. Assist with online evaluation of instructors and courses.
12. Perform related duties as required.