

Faculty Distance Education (DE) Coordinator Duties ~~August, 2013~~
Revised with recommendations for Spring and Summer 2017

The faculty DE coordinator assists faculty in the delivery of Distance Education courses.

For Spring 2017, each college DE coordinator(s) will receive .5 reassigned time and for Summer 2017, they will receive .25. Load can be split by multiple instructors. These load recommendations reflect work associated with the transition from Moodle to Canvas.

Each college's DE coordinator(s) are appointed 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.

DE coordinators will be proficient with Moodle and with Canvas, 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 Committee
4. Assist faculty in designing, developing, and maintaining DE courses.
5. Assist faculty in the use of Moodle.
6. 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
7. Work with administrators and faculty to evaluate structure and functionality of DE courses, insuring that course quality and integrity is maintained
8. Assist with online evaluation of instructors and courses
9. Perform related duties as required
10. Provide professional development related to DE in the form of on-campus trainings
11. Assist colleges in the transition from Moodle to Canvas