

Distance Education

College and District Responsibilities Delineation

Approved by the PCCD Distance Education Committee, May 2018

Division: INFORMATION TECHNOLOGY		Unit: DISTANCE EDUCATION			
Functional Area	ACCREDITATION	COLLEGE		DISTRICT OFFICE	
	Standard	Responsibilities	Service Outcome	Responsibilities	Service Outcome
Platform		1. Colleges recommend platform improvements based on faculty and student needs 2. Colleges makes recommendations, via DE Committee, for LMS use policies and procedures		1. Provide LMS platform 2. Integrate LMS platform with SIS 3. Integrate LMS platform with SSO 4. Integrate LMS with productivity tools 5. Integrate and maintain platforms for: <ul style="list-style-type: none"> • telecommunications • online tutoring • online early alert • online counseling 6. District evaluates and deploys requested LTI tools 7. District conducts all setup and modifications to production courses (e.g. combos, evaluation set up, etc.) 8. Decisions regarding LMS platform made by DE committee and/or IT committee, working with DAS as appropriate	

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Faculty Support and Training		<ol style="list-style-type: none"> 1. Colleges provide training for faculty, staff and administrators on distance education, instructional design, accessibility, etc. 2. Colleges provide training and support to LMS users 3. College faculty or staff provide support for use of integrated LTIs 4. College provides support to faculty conducting evaluations in LMS 3. Colleges manage college “platforms” (courses, sandboxes, etc.) 2. College staff provide training and technical support for classroom use of LMS and related technologies 		<ol style="list-style-type: none"> 1. Provide training and support to college DE coordinators 2. District provides training for faculty, staff and administrators on LMS use, DE pedagogy, instructional design, accessibility support, etc. 3. Provide helpdesk for LMS users 4. Provide phone support to LMS users 5. District develops and maintains resources about LMS use, policies, and procedures 	

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Programs		1. Develop online courses and programs in line with College and PCCD plans 2. Market and advertise online courses and programs		1. Support development of courses through platform and training 2. Support development of fully online programs through platform and training 3. Market Peralta as an online learning provider	

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Content		1. Colleges develop course content 2. Colleges develop ability to provide content accessibility support over time in line with College DE strategy 3. Colleges develop ability to provide content accessibility support over time in line with College DE strategy		1. District provides support to faculty for content development through instructional design resources. 2. District provides resources and tools to support and ensure accessible content within the LMS	

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Students		<ol style="list-style-type: none"> 1. Provide course level support to students 2. Provide students with online tutoring 3. Provide students with online counseling services 4. Integrate library resources for the college into the platform 5. Provide early alert services to students 6. Provide face-to-face sites where students can get assistance with SSO, LMS, and online courses 		<ol style="list-style-type: none"> 1. District develops and maintains informational resources about Distance Education, and about LMS use, policies, and procedures 1. Provide technical support for students (helpdesk and phone support) 	