



JOB ANNOUNCEMENT

Distance Education Coordinator
Faculty Co-Chair Online Teaching & Learning Committee
(1.0 LED Reassigned Time Fall & Spring Semesters)
Summer Stipends Available
Two Year Term
Fall 2023-Spring 2025

This position is open to all full-time faculty at Cuyamaca College.

The College is seeking a faculty ***Distance Education Coordinator*** for a two-year term beginning ***Fall 2023***.

The duties and responsibilities, and application process are detailed below. ***The application deadline is Friday, March 17, 2023 by 12p.***

The Distance Education Coordinator will work collaboratively with the Distance Education Administrator, Vice President of Instruction and will report to the Academic Senate.

The duties and responsibilities include the following:

1. Act as the central clearinghouse for ideas and questions regarding distance education classes and disseminate information concerning college distance education programs and courses to faculty, students, administrators, and others.
2. Disseminate information to faculty and administrators to ensure that policies and procedures regarding Distance Education are implemented, such as the Regular Effective Contact Policy.
3. Co-Chair the Online Teaching & Learning Committee (OTLC) with the DE Administrator and work with administrative support staff in facilitating meetings. **{2nd Friday, 10a-12p}** and the regular review of the committee's goals, to identify success and challenges, and equity issues of distance education.
4. Member of the Instructional Technology Planning & Policy Council (TPPC) **{3rd Thursday, 1p-2p via Zoom}**
5. Member of the College Technology Committee (CTC) **{2nd Friday, 1:30p-3p}**;
6. Plan, coordinate and implement a comprehensive training program for faculty who teach online and track faculty training and certification
7. Identify and/or develop student readiness resources and communicate them to students and appropriate college personnel.
8. Coordinate on-going evaluations that assess the online training program and other distance education activities.
9. Distribute and collect any beneficial or required documentation of the online training program and other distance education activities.
10. Develop a procedure and process to ensure that distance education classes are in compliance with state and federal guidelines, licensing and copyright laws and regulations, such as those relating to ADA and accessibility.

11. Work with the Academic Senate, faculty union and appropriate administrators to recommend better systems and processes for the evaluation of distance education classes.
12. Coordinate the annual needs assessment and develop annual goals for distance education.
13. Work with the Curriculum Committee and OTLC to ensure that consistent application of curriculum standards applies to all courses proposed for distance education delivery.
14. Track and monitor current and new distance education course offerings, and work with responsible personnel to promote, market, and advertise the online classes.
15. Work with the Instructional Technology Design Specialist and the DSPS High Tech Center Specialist to assess and recommend appropriate educational technology and accessibility resources based on the latest issues, trends, legalities, best practices, and the current state of Distance Education.
16. Prepare any required state or accreditation reports for distance education, including Substantive Change Proposals.
17. Seek input from the constituency groups for issues related to distance education, and develop these ideas into activities.
18. Serve as a resource person for Academic Senate or other committees as needed.
19. Attend local, state, and national professional development meetings and conferences, including the regular regional meetings of the SDICCCA Subcommittee on Distance Education, the monthly webinars for State DE Coordinators, the annual State DE Coordinators retreat and other workshops or conference associated with the Online Education Initiative, such as the Online Teaching Conference.
20. Maintain currency of trends and knowledge of college, district, state and federal policies and procedures related to distance education.
21. Work with librarians, counselors and other college personnel to ensure comparable services are offered to both online and on-campus students and promote the usage of these services among students, faculty and staff.
22. Assist authors of Program Review and Annual Updates and the campus Institutional Effectiveness office with assessing DE courses and programs.
23. Monitor the college web page to ensure it contains the most current information for faculty and students regarding distance education.
24. Participate in allocating funds according to state guidelines and work together with the DE Administrator in the development of the campus distance education budget.
25. Ensure the continued health and the continuous growth of high quality distance education program by developing and regularly revising the college plan for distance education.
26. Develop the infrastructure to support the appropriate expansion of distance education offerings at the college.
27. Coordinate college distance education activities with the District and Grossmont College as needed.
28. Work with the instructional design technician to support teachers and offer training.

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. How do you envision carrying out the duties and responsibilities?
3. What in your background prepares you for this assignment?
4. How does equity inform the curriculum review process?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction, via email (debi.ridulfo@gcccd.edu).

Deadline: *Friday, March 17, 2023 by 12 noon.*

Selection: Candidates will be interviewed by the Academic Senate President, Vice President of Instruction and Dean of Learning & Technology Resources. It is anticipated that interviews will be conducted as soon as is possible after deadline date, and will then be announced to the college.