==REVISED== 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 2025-Spring 2027

1.0 reassigned time with additional stipends for winter and summer | ongoing (can be split between two faculty at .5 reassigned time each).

The DE Coordinator is responsible for the planning and coordination of instruction in an online environment at Cuyamaca College. The coordinator works in collaboration with the Instructional Design Technology Specialist, POCR lead, Teaching and Learning co-coordinators, Academic Senate, Dean of Learning and Technology Resources, and other key partners in providing leadership and guidance over critical online education processes and initiatives.

Necessary Qualifications:

- Have completed the Distance Education certification.
- Experience in online teaching and instructional design.
- Familiarity with and up-to-date knowledge of Canvas LMS and other educational technology tools.
- Ability to attend regular online and on campus meetings across business hours, such as Academic Senate, Strategic Enrollment Management Committee, College Technology Council, Online Teaching and Learning Committee, Instructional Leadership Advisory Team, Chairs and Coordinators; as well as non-routine/short-term meetings as needed, such as Accessibility Capability Maturity Model sessions, Accreditation Committee, and Faculty Evaluation Committee meetings.
- Evidence of ongoing professional development/best practices in equitable online education.

Preferred Attributes/Competencies:

- Completion of the Equity-Minded Teaching and Learning Institute or comparable equity training
- Completion of the Equity Pedagogy and Practice Academy (EPPA)
- Completion of @ONE courses

- Implementation of Universal Design for Learning in online courses.
- Familiarity with and support of the Online Education Initiative and Peralta Equity rubric.
- Participation in and understanding of Peer Online Course Review.
- Understanding of state and federal guidelines related to online education, including ADA compliance and accessibility and Regular and Substantive Interaction (RSI)
- Strong collaboration and leadership skills to work with faculty, administrators, and staff.

The duties and responsibilities include the following:

Ideas & Information Sharing
- 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 (including training opportunities, ongoing professional development, HyFlex, POCR, and new and updated resources)
- Disseminate information to faculty and administrators to ensure that policies and procedures regarding Distance Education are implemented, such as the Regular Substantive Interaction Policy
- Develop annual goals for distance education
- Develop and regularly revise the college plan for distance education and draft yearly goals in alignment with the DE Plan.

Committees
- 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. Member of the College Technology Committee (CTC) {2nd Friday, 1:30p-3p}Coordinate with both Grossmont and District Online Education partners on relevant district-wide policy and decision-making (including participating in monthly Canvas Workgroup meetings, 1st Wednesdays 12:30-2:00).
- Serve as a resource person for Academic Senate,
- Teaching and Learning, Instructional Leadership Advisory Team (ILAT), or other committees as needed.
- Attend quarterly CVC Consortium meetings.

Training and Professional Development
- Plan, coordinate and implement a comprehensive training program for faculty who teach online, and track faculty training and certification, and update DE Certification course materials
- Distribute and collect any beneficial or required documentation of the online

training program and other distance education activities.
- Support professional development offerings focused on inclusive and equitable teaching practices and courses design
- Coordinate college distance education activities with the District and Grossmont College as needed.
- Coordinate on-going evaluations that assess the online training program and other distance education activities.
- Coordinate Peer Online Course Review (POCR) efforts in collaboration with the POCR Lead and Trainer.
- With summer and winter stipends:
    - Facilitate sessions in the GCCCD Summer and Winter Camps the week prior to FLEX week every semester.
    - Plan and develop sessions for Winter/Summer Camp and FLEX week
- Coordinate Equity Pedagogy and Practice Academy (EPPA) efforts in collaboration with the LTR Dean

Policies and Regulations

- Support faculty in improving the regular and substantive interaction (RSI) of online courses, and where feasible, exceed RSI standards, while advocating for institutional accountability and compliance with the RSI accreditation standard for online teaching.
- Support faculty in improving the accessibility of online teaching and learning materials to meet, and where feasible, exceed accessibility standards, while advocating for institutional prioritization of ADA compliance.

Collaborations

- Work with the Academic Senate, faculty union, and appropriate administrators to recommend better systems and processes for the evaluation of distance education classes.
- Seek input from the constituency groups for issues related to distance education, and develop these ideas into activities.
- Work with the instructional design technician to support teachers and offer training.

Recordkeeping and Reports

- Track DE offerings to ensure faculty have appropriate certifications.

Maintaining Currency & DEIAA

- Maintain currency of trends and knowledge of college, district, state and federal policies and procedures related to distance education.
- Demonstrate an understanding of how diversity, equity, inclusion, anti-racism and accessibility (DEIAA) in online education plays an important role in the success of our students of color.
- With summer/winter stipend: Attend Online Teaching Conference and Instructurecon

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: <mark>*Friday, March 17, 2023 by 12 noon.*</mark>

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.

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<u>This position is open to all full-time faculty at Cuyamaca College</u>.

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:

Ideas/Information Sharing:

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. Coordinate the annual needs assessment and develop annual goals for distance education.
4. Ensure the continued health and the continuous growth of high quality distance education program by develop and regularly revise the college plan for distance education.
5. Monitor the college Online Teaching and Learning web page to ensure it contains the most current information for faculty and students regarding distance education.

Committees:
1. 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.
2. ~~Member of the Instructional Technology Planning & Policy Council (TPPC)~~ **{3rd Thursday, 1p-2p via Zoom}**
3. Member of the College Technology Committee (CTC) **{2nd Friday, 1:30p-3p}**;
4. Coordinate with both Grossmont and District Online Education partners on relevant district-wide policy and decision-making (including participating in monthly Canvas Workgroup meetings, 1st Wednesdays 12:30-2:00).

5. Serve as a resource person for Academic Senate or other committees as needed.

Training and Professional Development:
1. Plan, coordinate and implement a comprehensive training program for faculty who teach online and track faculty training and certification
2. Identify and/or develop just-in-time online student resources and communicate them to students and appropriate college personnel.
3. Distribute and collect any beneficial or required documentation of the online training program and other distance education activities.
4. Support professional development offerings focused on inclusive and equitable teaching practices and courses design.
5. Coordinate college distance education activities with the District and Grossmont College as needed.
6. Coordinate on-going evaluations that assess the online training program and other distance education activities.

Policies and Regulations:
1. 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.

Collaborations:
1. Work with the Academic Senate, faculty union, and appropriate administrators to recommend better systems and processes for the evaluation of distance education classes.
2. Work with the Curriculum Committee and OTLC to ensure that consistent application of curriculum standards applies to all courses proposed for distance education delivery.
3. 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.
4. 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.
5. Seek input from the constituency groups for issues related to distance education, and develop these ideas into activities.
6. Work with the instructional design technician to support teachers and offer training.
7. Participate in allocating funds according to state guidelines and work together with the DE Administrator in the development of the campus distance education budget.

Recordkeeping & Reports:
1. Track and monitor current and new distance education course offerings, and work with responsible personnel to promote, market, and advertise the online classes.
2. Track DE offerings to ensure faculty have appropriate certifications
3. Prepare any required state or accreditation reports for distance education, including Substantive Change Proposals.
4. Assist authors of Program Review and Annual Updates and the campus

Institutional Effectiveness office with assessing DE courses and programs.

Maintaining Currency & DEIAA:

1. 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, Instructurecon, the Peralta Equity Conference, and Drivers of Educational Technology for California Higher Education (DET/CHE).
2. Maintain currency of trends and knowledge of college, district, state and federal policies and procedures related to distance education.
3. Demonstrate an understanding of how diversity, equity, inclusion and accessibility (DEIAA) in online education plays an important role in the success of our students of color.
4. Develop the infrastructure to support the appropriate expansion of distance education offerings at the college.

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?
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