



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Distance Education Coordinator

80% Released Time

Closing Date: November 14, 2022

Objectives of Assignment:

To provide leadership and guidance of the Distance Education (DE) program as it works to meet the needs of students and faculty while meeting federal and state guidelines.

Description of Assignment:

The Distance Education Coordinator is responsible for the planning, coordination, growth and improvement of instruction and learning in online environments at Glendale Community College. This includes GCC's effective participation in the California Virtual Campus (CVC) and California's Online Education Initiative through Peer Online Course Review (POCR). The coordinator works in collaboration with the Academic Senate, Faculty Development Coordinator, DE Faculty Development Coordinator, Lead POCR Reviewer, Instructional Designer, ITS, and the Dean of the Library and Learning Support Services.

Supervision Exercised and Received:

Supervision provided by the Dean of Library and Learning Support Services.

Note: The Committee on Distance Education (CoDE), which the DE Coordinator chairs, is a Senate committee and operates under Senate authority. In this context specifically, the DE Coordinator also has reporting responsibility to the Senate.

Sample of Tasks and Activities:

- Works closely with the Academic Senate, Deans, and Division Chairs to develop an on-going cohesive Distance Education program,
- Works with Chairs to develop Asynchronous pathways to ADT and Certificate completion,
- Through the strategic use of institutional data and participation in Program Review: assesses the effectiveness of DE planning; makes recommendations for sustained continuous quality improvement in DE; develops strategies to promote college-wide dialogue and participation in the integrated planning process for growth and improvement in DE; and identifies trends that reveal institutional and student needs in DE,
- Provides leadership to promote excellence in the Distance Education program and upholds professional standards of the teaching profession,

- Organizes and chairs a minimum of one meeting per month of the Committee on Distance Education (CoDE) during Fall and Spring semesters and ensures participation from each Division.
- In coordination with the DE Committee:
 - updates and maintains the current version of the Distance Education Strategic 3-Year Plan, monitors changing DE statistics, and the DE Faculty Resource Shell,
 - chairs the DE Addendum Subcommittee; maintains up-to-date compliant DE Addenda Forms + inventory of all approved DE course addenda; brings Motions to CoDE for policy/procedure updates,
 - coordinates with Division Chairs, CoDE Reps, C&I Reps, C&I to ensure all courses (regardless of modality) have a current DE Addendum Form on-file for timely scheduling of classes,
 - monitors program demands, student satisfaction, student retention, and student learning as it relates to Distance Education and initiates actions as necessary to ensure the quality and success of the program,
 - determines Distance Education program needs and completes the Program Review documents,
 - develops, promotes, and acts upon policies responding to statewide initiatives relevant to Distance Education,
- Assists the Division Chairs to schedule, explore and develop new online offerings
- With the Senate and Guild, develops recommendations for Distance Education evaluation criteria,
- With the Instructional Designer, develops and coordinates training for evaluations in DE modalities,
- Reviews and verifies equivalency petitions, records DE certification by equivalency of faculty and communicates status to Chairs and Scheduling,
- Leads monthly DE Team meetings to support and organize DE projects.
- Works with
 - IT to ensure support for Distance Education faculty and students;
 - the Student Success Coordinator and/or the Learning Center Coordinator to develop support services for online learning,
 - Student Services to provide access to appropriate services and resources at a distance,
- Serves as a resource on Enrollment Management committee.
- Serves as a resource on Curriculum and Instruction.
- Serves as a resource on the 4Cs committee.
- Attends the Distance Education Coordinators Organization (DECO) Monthly Meetings hosted by the Chancellor's Office during the academic

- year, and attends the full-day DECO meeting at the Online Teaching Conference (OTC) in the summer.
- Represents the college at professional distance learning organizations and conferences,
 - Provides information for the college web page, catalog, and schedule of classes with respect to Distance Education; advertises and promotes activities associated with Distance Education; supports outreach activities for Distance Education courses,
 - Works closely with the Single Point of Contact for the Online Education Initiative to meet Chancellor's Office standards for inclusion in OEI, and coordinates with the Lead POER to ensure State policies, procedures, and Consortium Agreement requirements are being met with GCC's Local POER Team and process,
 - Serves as a resource for faculty/district negotiations regarding Distance Education,
 - Supports the development of grants involving the Distance Education program and Statewide initiatives for POER.

Preferred Qualifications:

- Experience teaching in an online environment.
- Understanding of effective practice in online instructional design
- Understanding of learning theory and adult student characteristics
- Knowledge of applicable state and federal regulations and laws with regard to accreditation, accessibility (508), FERPA, enrollment funding, and the Academic Senate.
- Interest in exploring new technologies.
- Excellent organizational and communication skills.

Stipend and/or Released Time:

80% Released Time Fall and Spring (based on a 35-hour work week as indicated in the Guild contract).

Term of Assignment:

Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding.

Application Procedure:

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the
Office of Human Resources

CLOSING DATE: November 14, 2022

All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.

This position is subject to availability of continued funding.

Released Time/Extra Pay Assignment
Application



APPLICATION FORM

Distance Education Coordinator
80% Released Time

Closing Date: November 14, 2022

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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