



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Distance Education Coordinator

60% Released Time

Closing Date: January 31, 2025

Objectives of Assignment:

To provide leadership, guidance, and a vision for growth of the Distance Education (DE) program as it works to meet the needs of students and faculty and ensures compliance with federal and state guidelines.

Description of Assignment:

The Distance Education Coordinator is responsible for the planning, coordination, and growth of instruction and programs in an online environment at Glendale Community College. This includes GCC's participation in California's Online Education Initiative. The coordinator works in collaboration with the Academic Senate, Faculty Development Coordinator, DE Faculty Development Coordinator, Lead POCR, Instructional Designer, IT, 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:

- Work closely with the Academic Senate, Deans, and Division Chairs to develop an on-going cohesive Distance Education program,
- Through the strategic use of institutional data, annual Spring Student Survey on the DE Program, CVC Dashboard data, and completion in Program Review:
 - based on quantitative and qualitative data from students, faculty, GCC's Office of Research and Development, and the state, assess the effectiveness of DE planning;
 - make recommendations for sustained continuous quality improvement in DE;
 - develop strategies to promote college-wide dialogue and participation in the integrated planning process for growth in DE; and

- identify trends that reveal institutional and student needs in DE.
- Provide leadership to promote excellence in academic programs and uphold professional standards of the teaching profession,
- Organize and chair 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 (CoDE):
 - update and maintain the current version of the Distance Education Strategic 3- Year Plan, and the DE Handbook (Canvas Shell),
 - chair the DE Addenda Subcommittee, maintain up-to-date compliant DE Addenda Form, inventory of all approved DE courses, and upload the approved DE Addenda to eLumen,
 - coordinate 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
 - bring policy/procedure updates as Motions to CoDE,
 - request annual data from Office of Research & Development: monitor program demands, 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,
 - run an annual Student Survey on GCC's DE Program to learn needs, satisfaction, dissatisfaction,
 - determine Distance Education program needs and complete the Program Review document and make PR recommendations,
 - respond to statewide initiatives relevant to Distance Education by developing, promulgating, and acting upon local DE policies,
- Provide CVC Dashboard enrollment data, as well as data from Student Survey to Division Chairs to support scheduling,
- Work with Division Charis to explore and develop new Online course and program offerings;
- Maintain the DE course approval process in coordination with the C & I committee,
- Coordinate the training for and completion of evaluations in the DE modality.
- Monitor, verify, and record DE certification of faculty through their completion of training or through the GCC approved equivalency process.
- Lead monthly DE Team meetings to support and organize DE projects.
- Work 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,
- Attend and Represent GCC's DE program at 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. Bring changes in Title 5, Federal Regulations, best & recommended practices in DE, etc. to CoDE and the college.
- Attend quarterly CVC Consortium meetings and bring information back to CoDE and the GCC Administration about the CVC Exchange & updates.
- Provide/ Revise/ Update 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.
- Work closely with the Single Point of Contact for the Online Education Initiative to meet Chancellor's Office standards for inclusion in CVC-OEI Exchange, and coordinate with the Lead POCR to ensure State policies, procedures, and Consortium Agreement requirements are being met with GCC's Local POCR Team and process.
 - Track Online Pathways to ADT completion for each ADT offered by GCC; work with Chairs & faculty to develop missing key courses that are required to complete the ADT Online.
 - Submitting paperwork demonstrating Online Pathways to the CVC Exchange for publication on the Exchange.
 - Support the development of grants involving the Distance Education program and Statewide initiatives for POCR.
 - Seek grants/ funding for faculty to develop Foundation courses, CVC-Rubric aligned available for adoption by all faculty who teach the course.
- Serve as a resource for faculty/district Guild negotiations regarding Distance Education.
- Serve as a DE resource providing perspective and recommendations to the following committees: Academic Affairs, Academic Senate, Curriculum & Instruction, Enrollment Management, and 4Cs.

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:

60% Released Time Fall and Spring (based on a 35-hour work week as indicated in the Guild contract). If desired, transition semester splits RT between outgoing and incoming DEC (as occurred in Spring 2021).

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. [OBJ]
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: January 31, 2025

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.



APPLICATION FORM

Distance Education Coordinator
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Closing Date: January 31, 2025

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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