**CCC DE COORDINATOR JOB DESCRIPTON (1-26-18)**

**40% Release Time**

* Oversee creation and updates of DE policies and procedures at CCC to bring to appropriate approving bodies.
* Approve faculty/department DE Supplement forms to ensure they meet state and federal requirements before they go to CIC.
* Work toward growth of quality DE courses, moving toward DE degrees.
* Ensure DE’s role and benefit are included in new college directions, including

pathways, equity, marketing, etc.

* Communicate with Academic Senate, Department Chairs and Deans, and others about issues tied to Distance Education that will benefit students and answer questions.
* Work collaboratively with the DE Trainer:
  + With DE Trainer, set direction for and plan DE trainings of Canvas and online pedagogy training for the year to tie in with goals, including two Canvas boot camps, the Fall Online Pedagogy online course, as well as the Stipend cohort in Spring. (This includes promoting the development stipends, selecting applicants, assisting DE Trainer with training them (Spring) and reviewing their courses using the OEI Rubric.)
  + Assist DE trainer with workload of teaching and helping faculty as needed, one on one and in workshops.
* Promote and publicize all DE professional development opportunities concerning Canvas and online pedagogy to the college.
* Meets with each new DE instructor to inform them of CCC DE expectations of online instructors and tell them about support and resources available to them.
* Point person to set up student evaluations for online faculty being evaluated.(Includes after contacted by evaluator, creating Survey Monkey and sending instructions to evaluator and evaluate of how to administer it within Canvas, and sending the results).
* Keep abreast of state OEI trends and movement, new services.
* Responsible for DE annual budget.
* Report to CCC Vice President, Ken Sherwood
* **NOTE:** CCC is currently applying to be part of the new OEI Cohort and CCC will find out by May 2018 if it is selected. If so, the DE Coordinator is lead person for the college on this project to oversee, promote and coordinate that effort with the direction of management and the Academic Senate and s/he will lead a project implementation committee. The first year will involve preparing the college based on information from OEI to be on the Course Exchange by Fall 2019. It will also involve working with the DE Trainer on how to best prepare and support faculty to ready their courses to submit to OEI for approval.

**Committees/Meetings Part of DE Coordinator Responsibility:**

* Chair CCC DE Committee which meets monthly (second Friday 10-noon)
* Voting member of Academic Senate and member of Professional Development Committee
* Member of CCC Council of Chairs
* Member of District DE Council and Member of LMS Working Group
* Member of State DE Coordinators group (meets virtually plus annual DE Coordinator meeting prior to Online Teaching Conference)
* Attend annual Online Teaching Conference and DE Coordinators annual meeting as well as Canvas Conference (if funding available from District or College)
* Future: Lead an OEI Implementation Workgroup at CCC if accepted into the exchange.