Distance Education Committee: de-coordinator

Distance Education Coordinator - Duties and Responsibilities


1. Assist to train online faculty in the course management system. Coordinate the training, and ensure that there is training support for each course management system used by the online classes at the college.

2. Coordinate the use of Etudes NG including the ordering of course shells each semester and the upload of student rosters. This coordination is accomplished through good communication with the District wide IT, the District Distance Education Committee (DDE) and etudes ng faculty, and department chairs.

3. Coordinate Moodle each semester. Help to set up shells for faculty, and collaborate and assist in training faculty who will teach using Moodle.

4. Attend the District Wide Distance Education Committee meetings - once or twice a month as may be

5. Chair the Distance Education Committee - meet at least twice monthly - see our agenda and minutes for the past meetings of the DE at http://lamc-ddl.pbwiki.com/Minutes and also at http://lamission.edu/de

6. Set up a goal of reasonable expansion of online courses in conjunction with Ed Planning and Academic Affairs.

7. Monitor the number of online course offerings with respect to ensure compliance, if required for "substantive change" for our next accreditation visit.

8. Organize and implement a student orientation to online classes at Mission.

9. Establish policy and monitor the certification process of faculty to teach online.

10. Maintain a list of faculty who have taught each semester for purposes of Departments establishing seniority for online teaching under the current AFT teacher's contract.

11. Upload syllabus, and content for both faculty and students to use for their online classes on the lamission.edu webpage for online classes - see http://lamission.edu/online

12. Coordinate with the course schedule committee and campus personnel to ensure accurate listing of online classes, including faculty email and the portals they use each semester as it appears in the schedule of classes each semester and winter and summer sessions.

13. Maintain the help desk for students and faculty who have questions about online teaching and online instruction.

14. Coordinate with Department Chairs and Academic Affairs which classes are good to put online and which ones are not.

15. Work with the DE Committee and Department Chairs in the evaluation of online instructors.

16. Help to set up guidelines and rubrics to assist in the evaluation of online faculty.

17. Work with faculty, IT and the District to establish email accounts for each student through google.com and provide communication to students about their online classes.

18. Communicate with prospective online students and faculty at the beginning and the end of each semester about the online classes.
19. Train online faculty to use the online filing of grades with Admissions to streamline the grading process.

20. Work with Student Services, EOPS, DSPS, and Counseling, and the Library to provide similar services for online students.

22. Work with Curriculum Committee to ensure high quality curriculum review and course offerings for our online classes.

23. Work with Dept. Chairs, Curriculum Committee and Academic Affairs in updating course outlines for online classes, and scheduling of online classes, along with certification of faculty to teach online.

24. Work with online faculty to ensure high quality contact between the online instructor and the online student in online classes.

25. The Scope of the Distance Education Coordinator will include the following: Work contacts include administrators, staff, faculty, students, vendors and a wide variety of people and organizations interested in and/or working with distance education at Mission College.

26. Develop such policies as Percentage Load for online full time faculty - see Trade Tech Policy for a reference.

updated: 9-17-07