

## **Faculty Distance Education (DE) Coordinator Duties**

*Originally developed in August 2013*

*Revised 12/16 by PCCD DE Committee with recommendations for Spring and Summer 2017*

*Revised 5/17 by PCCD DE Committee with recommendations for 2017/2018 Year*

### **The faculty DE coordinator assists faculty in the delivery of Distance Education courses**

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Each college's DE coordinator(s) are appointed by the college VPI after conferring with the chair of the Academic Senate. Available release load may be split by multiple instructors at a college.

DE Coordinators report to the Vice President of Instruction (or designee) at their college.

Load information:

- Recommended load for M17 is 25.
- Recommended load for F17 and S18 is .4

DE coordinators will be proficient with Moodle and with Canvas, and have experience teaching online or hybrid courses, or experience with online student service provision.

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#### **DE Coordinator duties:**

1. Attend college Technology Committee meetings
2. Attend college and district Curriculum Committee meetings when DE issues are before the committee
3. Participate as member of the PCCD DE Committee and participate as member of PCCD Canvas Transition Team
4. Assist faculty in designing, developing, and maintaining DE courses
5. Assist faculty in the use of Moodle and Canvas
6. Keep up-to-date with DE research and best practices as established by state chancellor's office, accreditation committees, other governing bodies, and current academic research
7. Work with administrators and faculty to evaluate structure and functionality of DE courses, insuring that course quality and integrity is maintained
8. Assist with set up of online evaluations of instructors
9. Provide professional development related to DE in the form of on-campus trainings
10. Assist colleges in the transition from Moodle to Canvas