



ANNOUNCEMENT
College Distance Education Coordinator Job Description
For Academic Year 2022-2023

FROM: Kuni Hay, Vice-President of Instruction
TO: ALL FACULTY
DATE: April 4, 2022

In accordance with PFT agreement Article 14, G, this special assignment was developed and the stipend was determined by the College President. The opportunity is being announced to all college faculty 10 working days before review and selection.

Interested faculty are encouraged to submit a Statement of Interest and resume to Kuni Hay, Vice-President of Instruction (khay@peralta.edu) and Domonique Prince (dprince@peralta.edu) by April 15, 2022.

The assignment begins on August 22, 2022 and ends on May 17, 2023.

This assignment is ancillary, as defined pursuant to Education Code 87482.5 subsection (c) (i)

Desirable Skills and Knowledge for the assignment are as follows:

- Knowledge of the latest distance education theories and practices; principles and techniques that assure student success.
- Working knowledge of the District Course Management System and be experienced teaching online or hybrid courses.
- Ability to gather, analyze and interpret statistical information relating to distance education.
- Ability to connect Distance Education with Guided Pathways framework to ensure student success.
- Interact and communicate effectively with the college community in order to create effective distance education structures.
- Understandings of pedagogy and functionality of HyFlex courses.

Duties and Responsibilities of the assignment include:

The primary responsibilities of the College DE Coordinator include, but not limited to:

Policy, Procedures, and Practices

- Maintain currency in distance education regulations, technology, practices and DE pedagogy and effective use of the LMS through continued professional development (e.g. @ONE classes, conferences, webinars, etc.)
- Work with administration on questions of campus compliance with college, state and federal guidelines, regulations, and policies, including Title 5, accreditation standards, copyright and intellectual property rights.. Keep up to date with DE regulations as established by the ASCCC, CCCCO, ACCJC, the PCCD/PFT Collective Bargaining Agreement, and current academic research
- Work with the college community to meet institutional goals through effective

implementation of distance education instruction.

- Serve as lead author of college DE Program Review/Annual Update.
- Assist faculty in developing DE courses that provide quality online learning experiences and meet all regulatory parameters for online education (compliance with college, state and federal guidelines, regulations, and policies, including Title 5, Accreditation standards, and copyright and intellectual property rights as related to the distance Education).
- Promote development and implementation of policies, procedures, strategic planning and standards that support effective delivery of distance education instruction.
- Assist departments with analysis of existing, and identification of future, distance education course offerings.
- Assist Departments and Researcher with analysis of existing DE course offerings, and future DE course offerings in relation to the Enrollment Management strategy.
- Coordinate and implement distance education faculty training and support services.
- Serve as a Chair of college DE Committee, and act as liaison between the PCCD DE Committee and BCC DE Committee.
- Attend monthly DE Coordinator work sessions, and collaborate with other DE Coordinators on DE projects
- Attend monthly statewide DECO meetings and other relevant participatory governance meetings and provide updates on a regular basis.
- Co-lead the HyFlex Task force, conduct pilot experimentation and make recommendations to the college regarding the viability of the HyFlex modality. Work closely with the VPI and VPSS to bring instructional and student service teams.
- Hold weekly office hours.

Load for 2022-2023: 0.4 FTE

Reporting: BCC DE Coordinator reports to the Vice President of Instruction or Designee.

Term: 1 year term commitment with subject to an annual review of funding, job responsibilities, and the coordinator.

Assessment: The Distance Education Coordinator will be assessed on the completion of the responsibilities as outlined above. This includes timely submission of Distance Education documentation (i.e. program review, Federal Department of Education Report, etc.) and regular updates to the VPI on college DE needs, progress towards projects and goals, etc.

The President has the right, at her discretion, not to continue the faculty member in the special assignment after the posted ending date, and this decision shall not be subject to the grievance procedure.

The faculty member who is chosen for this special assignment shall be notified via email within five (5) working days after the selection is made.

