

## COORDINATOR POSITION DESCRIPTION

**Date: February 4, 2025**

**Title: DE Faculty Coordinator**

**No. of Coordinator Units: 4.0 teaching units per semester (fall and spring)**

**Position Requirements (minimum qualifications for position):**

- Currently teaches distance education courses at College of Marin
- POCR'd a minimum of one course at College of Marin
- Served as a POCR evaluator at College of Marin (or currently in the process of being trained)

**Licensing and Accreditation Requirements:**

**Duties and Responsibilities:**

- Serve as liaison among the Distance Education Committee (DEC), COM faculty, Information Technology, and Curriculum Committee and attend all meetings, as needed
- Provide appropriate input into academic decision-making concerning Canvas (learning management system) and interface with the technical support and IT group as necessary
- Co-chair DEC (a Brown Act meeting) and lead meetings; the DE Coordinator will raise awareness (through verbal and electronic interactions) of emerging technologies that improve student success in distance education courses, support and train peer faculty members to develop new and revised distance education courses, work in tandem with faculty members from a variety of disciplines to develop student success-oriented best practices for teaching new courses and keep DEC updated on related infrastructure changes, compliance issues required by Title 5 and ACCJC, and any other changes in policy
- Serve as POCR lead; facilitate process for faculty
- Assign faculty reviewers for POCR
- Attend statewide POCR norming meetings
- Establish ongoing professional learning cycle for DE faculty to stay current with ACCJC accreditation standards and alignment with the rubric
- In collaboration with the Instructional Designer, manage and update COM Online Teaching and Design (OTD) course
- Represent Distance Education on the Curriculum Committee and other committees, as needed
- Support, assist, and provide expertise in the development and implementation of both the Distance Education Plan and Strategic Plans and the action steps
- Make recommendations to the DE administrator regarding the College's policies, procedures, goals and expectations related to Distance Education

- Contribute to accreditation planning process regarding DE issues and needs as the DE program grows and expands
- Provide pedagogical training opportunities and Canvas training to instructors in collaboration with the Instructional Designer
- Assist instructors who are seeking Curriculum Committee course approval for new DE courses (provide support for faculty to complete the DE addendum at the course outline level)
- Facilitate communication among the College's technical staff, faculty and administrators
- Attend the monthly CCCDECO meeting
- Attend weekly meetings with Instructional Designer and DE administrator
- Participate in summer meetings, as needed
- Attend annual Online Teaching Conference or equivalent conference related to online teaching or the use of the COM Learning Management System.