

# OTHER ACADEMIC SERVICES and REASSIGNED TIME JOB DESCRIPTION

**Academic Year: 2023-2024**

**Title:** **LMC Distance Education Chair**

**Length of Assignment: Fall 2023- Spring 2024**

**Start Date: July 2023 Reassigned Time: Summer OAS**

**Fall .25**

**Spring.25**

**Funding Source: TBA**

**Reporting Relationship:** **LMC Academic Senate**

**Project Administrator: Vice President of Instruction or designee**

**General Description:**

The Office of Instruction in collaboration with the Academic Senate is seeking a faculty member(s) for the Distance Education Advisory Committee Chair/Co-Chair position. The LMC DE Committee Chair/Co-Chair will collaborate with the Distance Education (DE) Coordinator to plan and develop strategies for continuous improvement of distance education at LMC to increase student success, equity, and inclusive excellence. The LMC DE Committee Chair/Co-Chairs will be responsible for leading the LMC Distance Education Committee, be primary reviewer for Distance Education Addenda, and will join the Distance Education Coordinator in representing LMC on the District Distance Education Council (DDEC).

# Duties and Responsibilities:

1. Facilitate and schedule two Distance Education Advisory Committee per month. If needed, will also facilitate and schedule emergency DEAC meetings.
2. Draft agendas with the input from the committee as well as the larger community of shared governance. Send out the 1st draft of the agenda to DEAC, DE Coordinator and DE members for first read.  In a timely manner send out the final draft of the agenda to the campus community. Take approved minutes and publish on DE website.
3. Provide update the DE Committee website and publish in coordination with Technology Training and Development Specialist.
4. Draft local policy and procedure recommendations that pertain to distance education curriculum and present to DE Coordinator, Senate, Curriculum Committee and others for input and action.
5. Advise on distance education matters or issues related to the Academic Senate, Department Chairs, Student Services Managers, Enrollment Management Committee, and other groups as needed.  Attend and serve on the Academic Senate.
6. Attend and Serve on the District DE Committee (DDEC) and LMC Curriculum Committee. Serve as Distance Ed review expert for LMC Tech Review in preparing course for CC approval.
7. Work collaboratively with DE Coordinator to plan and deliver FLEX activities for fall and spring.
8. Attend DE-related conferences and professional development programs.
9. Collaborate with the Distance Education Coordinator in the development and reporting to the Annual DE Survey as required by the State’s Chancellor’s Office.
10. Work collaboratively with the DE Coordinator, Technology Training Development Specialist, and IT to annually prepare and survey the needs of faculty, and develop an annual training and professional development plan based upon faculty needs.
11. Work collaboratively with the Office of Institutional Effectiveness to develop surveys and collate data related to distance education effectiveness, including collecting and monitoring student retention and success data once each semester, and prepare an annual report and present findings and recommendation on student retention and success.

**Deliverables:**

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| 1. | What: Host and attend Regular Distance Education meetings and FLEX workshops, as well as hosting regular weekly office hours to assist faculty and departments with DE needs. |
| When: Fall and Spring throughout the length of the assignment. |

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| 2. | What: Regular updates to DE website, resources and documents related to distance education. |
| When: Minimally twice per month after each DE committee meeting and throughout the length of the assignment. |

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| 3. | What: Regularly attend Curriculum Committee meetings twice per month and scheduled Tech Review sessions and serve as primary tech reviewer for Distance Education Addenda. |
| When: Minimally twice per month during regular Curriculum Committee schedule throughout the length of the assignment. |

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| 4. | What: Annually Review the Distance Education Addendum form for accuracy and relevance and recommend edits/changes when needed. |
| When: August |

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| 5. | What: Regularly attend DDEC meetings and serve as course reviewer in these meetings |
| When: Twice monthly meetings as determined by the DDEC committee. |

**Selection Process:**

1. All interested applicants are requested to send a letter of interest (see Part B of this form) on or before December 7, 2022 at 5:00PM. Send letters of interest to Aprill Nogarr [anogarr@losmedanos.edu](mailto:anogarr@losmedanos.edu) and Mark Lewis [mlewis@losemedanos.edu](mailto:mlewis@losemedanos.edu). The letter of interest should include a description of why you are interested in the position, professional strengths and experience, and why you believe you are the best candidate for this position.
2. If needed, interviews will be conducted the week of 12/6/22 or upon return for the spring 2023 term. Recommended candidates will be forwarded by the Distance Education Committee to the Academic Senate.
3. The selected faculty member will be confirmed by the Academic Senate during an Academic Senate bi-monthly meeting.

**PART B: Application for Reassignment Opportunity**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title/Term:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The letter of interest should include a description of why you are interested in the position, your professional strengths, demonstrated commitment to equity, and experiences that will inform your leadership in this position (500-word limit).

**Signatures (must be signed and submitted with application):**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Chair Signature Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Signature Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_