



Limited-Time Assignment Opportunity Announcement and Application Form

PART A: Announcement of Special Assignment Opportunity

Per HR Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at CCC, DVC and LMC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.

Project Title: Online Educational Resources College: ☐ CCC
☐ DVC
Position Title: OER Coordinator ☒ LMC
Length of Assignment: 2 years

Start Date: Fall 2025

Reassigned Load/Hour per Week: .20 per term or 7 hours per w

Project Supervisor: Vice President of Instruction
Fund Administrator: Vice President of Instruction

Project Description (Please indicate the primary worksite and modality of the assignment.)

This limited assignment is to support the college in identifying courses and programs that would be fully supported by Online Educational Resources (OER), as well as recruiting and coaching faculty to develop materials for low and no- or low-cost online educational resources (OER) for students. Under the direction of a Vice President or designee, the position will assist with project planning to fully implement OER across and college and assist with fiscal budgeting and controls

Eligible Disciplines/Departments: All

☒ College-wide opportunity
☐ Distribution limited to: _____

Minimum Qualifications:

LMC faculty.

Desirable Qualifications:

Experience with developing OER resources.

Experience with implementing Libre Text or another OER platform.

Experience with working on local, state or federal grant and their reporting requirements.

Duties and Responsibilities:

Support the College and District reach its goal of expanding low- and no-cost OER resources to students.

Promote, recruit and train faculty in the development of OER resources, including direct outreach to individuals and departments.

Set up and lead a process to call for, receive, evaluate, and approve projects for OER/ZTC for the LMC campus.

Oversee and help faculty who are approved for projects, and ensure that they are delivered on time.

Meet regularly with the Districtwide OER Council (DOERC) and others working on the grants across the District

Hold regular office hours to support faculty that are developing projects.

Work collaboratively with A&R, Marketing, Office of Instruction to ensure all processes, marketing materials, catalog and other reflect OER supported courses.

Promote OER to the campus community, including visits annually to the Academic, Classified and Student Senates.

This position is .20 load per semester or 7 hours per week based on the contractual week of 35 hours. (.20 x 35= 7 hours)

Deliverables:

1. What: Increase number of overall courses that are designated as no- and low-cost.

When: ☒ Ongoing ☐ By a Certain Date: _____

2. What: Train and support faculty that are developing OER resources and help them complete thei

When: ☒ Ongoing ☐ By a Certain Date: _____

3. What: Promote OER across the college, including annual visit to the respective Senates.

When: ☐ Ongoing ☐ By a Certain Date: _____

4. What: Host and annual FLEX on developing OER resources.

When: ☐ Ongoing ☐ By a Certain Date: _____

5. What: _____

When: ☐ Ongoing ☐ By a Certain Date: _____

Method of Evaluation:**Data:**

1. Annual comparison of data that include how many courses adopted OER resources, and how many students enrolled in OER supported courses.
2. Persistence and completion for DEI populations utilizing OER resources
3. Annual student survey

Monthly check in with supervising manager.

Annual analysis of work completed compared to the program deliverables to ensure work was accomplished.

Selection Process:

Submit application below to the project supervisor and fund administrator.

December 3, 2024

Due date: _____

Selected applicants will be invited for an interview by the project supervisor/ fund administrator and their Division Dean.

If selected, an Agreement for Limited-Time Assignment should be completed *by May 1* for Fall or Fall/Spring reassignment or by December 1 for Spring only reassignment.

PART B: Application for Special Assignment

Project Title: Open Educational Resources

Position Title/Term: OER Coordinator

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Signature _____ (submitted with application):

_____ Faculty Signature Date: _____

_____ Department Chair Signature Date: _____

_____ Division Dean Signature Date: _____