**DE Committee Chair (.50 Senate Appointment)**

·         Facilitate and schedule two Distance Education Advisory Committee per month. If needed, will also facilitate and schedule emergency DEAC meetings.

·         Draft agendas with the input from the committee as well as the larger reporting 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.

·   Update the DE Committee website. (Review content and recommend changes that are updated by Courtney)

·         Draft needed policies, recommendations and documentation which are then reviewed, edited and approved by the DE Coordinator, faculty members or entire committee as appropriate.

·         Advise on distance education matters or issues related to Academic Senate, Department Chairs, Student Services Managers, Enrollment Management Committee, and other groups as needed.  Attend and serve on the Academic Senate.

· 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)

·         Research grant opportunities and advise on grants with the DE coordinator.

·         Advise on FLEX activities. (Work collaboratively with DE Coordinator to advise and plan FLEX activities in coordination with DE Coordinator)

·         Monitor and report State California Virtual College-Online Education Initiative (CVC-OEI) progress.

·         Attend DE-related conferences and professional development programs.

·         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.

Deliverables for DE Chair as listed in the application.

1. What: Regular Distance Education meetings with faculty and departments regarding DE needs.  When: Summer 2019, FLEX week 2019, and throughout the length of the assignment.

2. What: Regular updates to DE website, resources and documents related to distance education. When: Throughout the length of the assignment.

3. What: Provide training and leadership for the college’s DE progress with CVC-OEI.  When: Throughout the length of the assignment period; Monday (two monthly) meetings; department chair meeting; and FLEX week.

4. What: Stay current on instructional technology. When: Throughout the length of the assignment.