"Online Learning Faculty Resource Instructor"

Call for Application from College of Marin faculty with experience teaching online courses with a high degree of student success

Funding Source: 1100-26101-56700-612000

Spring, 2011

Applications are being solicited from faculty members who have more than five years' experience teaching online courses in which a high percentage of students are successful. The successful candidate will be experienced at using a variety of Learning Management Systems (LMS) to develop community and engagement among students and to maintain regular effective faculty contact. S/he will demonstrate awareness of best practices used at California colleges to improve student success in online courses and ensure compliance with Title 5 and System Office online course regulations. The period of work will begin in January, 2011 and extend until the end of May, 2011. The compensation for this work is eight units.

Description of Project

The role of the faculty resource instructor is to raise faculty awareness of emerging technologies that improve student success in online courses; to provide targeted training and support for faculty teaching new DE courses; to provide ongoing support for faculty teaching existing DE courses, especially concerning student success; to encourage faculty from a variety of disciplines to develop alternative student-success-oriented modalities for teaching new DE courses; to assist the college in implementing a new learning management system, online student support services and other infrastructure as required by Title 5 and the Chancellor's office; to work with the Distance Education Committee of the Academic Senate regarding practices and policy; and to interface with technical support and IT as necessary.

Scope of Work

- Attend professional development activities related to online student success.
- Publish a monthly Distance Education newsletter highlighting training opportunities and disseminate to the college community.
- Provide support for incorporating electronic images, using various features of the LMS to support student success
- Act as Distance Education liaison to department chairs, faculty, and student support services.
- Provide support to instructors who are developing spring 2012 DE courses.
- Facilitate communication among college technical staff, faculty and administrators.
- After conferring with appropriate faculty and staff, make recommendations regarding college policies procedures, goals and expectations related to Distance Education.
- Support the college's efforts to implement the new LMS Moodle on the academic side, including faculty training and support.
- Work with the Distance Education Committee of the Academic Senate.
- Contribute to Accreditation process regarding DE issues.

Eligibility Requirements

- At least five years' experience successfully teaching online courses at a community college
- Knowledge of Title 5 requirements for DE courses and familiarity with various successful approaches statewide
- Knowledge of how to use emerging technologies to improve student success and engagement in online courses
- Ability to work with faculty in an online environment
- Experience training faculty in a variety of disciplines to create, improve, and sustain online instruction
- Experience with implementing and embedding online student support services (Counseling, DSPS, Library, Writing Center, and so forth) in compliance with Title 5 and Chancellor's Office regulations
- Experience with web-enhanced instruction for developmental education and online Learning Communities
- Experience with developing and disseminating an online newsletter

Application Process:
Submit the following the materials to the Office of Instructional Management by 5 PM on November 5, 2010, including:

a. Phone extension  
b. Name  
c. Years employed at COM  
d. Description of online teaching experience  
e. List of all distance education trainings and courses applicant has taken, including dates and locations  
f. List of applicant's presentations and publications related to distance education and online learning.  
g. List of course management systems applicant has used for instruction.  
h. Description of knowledge and/or experience teaching online  
i. Spring 2011 teaching load  
j. Indication that Department Chair and appropriate Dean are aware of your application.  
k. An application letter addressing applicant's suitability for the job  

Criteria for Evaluation:  
a) The applicant demonstrates adequate knowledge and experience to carry out the project activities.  
b) The applicant demonstrates availability to complete activities within the proposed timeline.