Memo

To: Alisa Klinger

From: UDWC: Linda Beam, Theo Fung, Deborah Graham, Cari Torres
cc: Kim O'Gara, Angelina Duarte, Claudette Muldowney, Devon Kinka, Susan Andrien, Peggy Isozaki

Date: May 24, 2011

Re: Online Learning Faculty Resource Instructor-District Directed Initiative, Cat V Summer 2011

The UDWC has unanimously recommended that you be awarded the following to extend your participation as the Online Learning Faculty Resource Instructor:

8.0 Teaching Units

The expected final project should include the following outcomes and participation:

- Attend all meetings of the Migration Team and act as liaison between the Migration Team and the Distance Education Committee of the Academic Senate.
- Attend professional development activities related to online student success.
- Publish a monthly Distance Education newsletter highlighting training opportunities and disseminate to the college community.
- Assist faculty in accessing support for incorporating electronic images, using various features of the LMS to support student success.
- Act as Distance Education liaison to faculty development, faculty, department chairs, and student support services.
- Assist instructors who are seeking Curriculum Committee course approval for new DE courses to access support.
- 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 facilitating faculty access to training and support.
- Attend all meetings of ASDE Committee.
- Contribute to Accreditation planning process regarding DE issues.

If you are not interested in accepting this award and proceeding with the project as outlined above, please notify Kim O'Gara no later than May 27, 2011. If you decide to accept the award, please inform your Department Chair and Dean so that an assignment sheet or change order may be submitted. If this is a stipend award please get time card from department administrative assistant and direction on time card procedures. Please also (1) submit the requisite Reassigned Time/Stipend/Overload form (attached) as soon as possible to OIM, and (2) a final report on your project to Kim O’Gara in the Office of Instructional Management no later than August 31, 2011.