Memo

To: Alisa Klinger

From: UDWC: Linda Beam, Carl Cox, Michele Martinisi, Cari Torres

cc: Kim O’Gara, Angelina Duarte, Claudette Muldowney, Devon Kinka, Susan Andrien, Peggy Isozaki

Date: July 27, 2011

Re: Online Learning Faculty Resource Instructor-District Directed Initiative, Cat V Fall 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 this is a stipend award, please get time card from department administrative assistant and direction on time card procedures. Please submit a final report on your project to Kim O’Gara in the Office of Instructional Management no later than December 23, 2011.