DE Faculty Facilitator

Call for Application
From
College of Marin Faculty
With experience teaching online courses and possessing strong collaborative skills

Fall 2012 & Spring 2013

Applications are being solicited from faculty members who have at least five years experience teaching online courses. Candidates will demonstrate awareness of best practices and accreditation requirements for online courses and ensure compliance with Title 5 and online course regulations. The successful candidate should be able to function as a team player and provide evidence of having worked successfully and collaboratively with various college constituencies.

The time period for this position is September 2012 through May 31, 2013. Compensation is three units for each semester (fall and spring), a total of 6 units for 2012-2013 academic year.

Description of Project

- The role of the DE faculty facilitator is to primarily serve as a liaison among the Moodle Production Team (MPT), Distance Education Committee (DEC), and the Distance Education operational team. The facilitator will attend all meetings of the MPT, DEC, and DE operational team.
- As a member of the MPT, the facilitator will (a) use Moodle, (b) provide appropriate input into academic decisions concerning Moodle’s implementation, and (c) interface with technical support and the Information Technology (IT) group as necessary.
- As a member of DEC, the facilitator will (a) raise awareness (through verbal and electronic interactions) of emerging technologies that improve student success in online courses, (b) train and support peer faculty members to develop new and revise DE courses, (c) work in tandem with faculty members from a variety of disciplines to develop student-success-oriented best practices for teaching new DE courses, and (d) keep DEC updated on DE-related infrastructure changes, compliance issues required by Title 5 and ACCJC, and any other changes in policies.
- As a member of the DE operational team, the facilitator will support, assist, and provide expertise in implementation of both the Distance Education Plan 2012-2015 (DE Plan) and the action steps for Objective 3 (Distance Education) of the College’s Strategic Plan 2012-2015.

Scope of Work
● Attend all meetings of the MPT, DEC, and DE operational team and act as liaison among the MPT, DEC and DE operational team.
● Provide pedagogical training opportunities and Moodle training to instructors.
● Assist instructors who are seeking Curriculum Committee course approval for new DE courses.
● Facilitate communication among the College’s technical staff, faculty and administrators.
● After conferring with appropriate faculty and staff, make recommendations to DE administrator regarding the College’s policies, procedures, goals and expectations related to Distance Education.
● Assist implementation of the DE plan and the DE related action steps of the Strategic Plan 2012-2015.
● Contribute to accreditation planning process regarding DE issues and needs as the DE Program grows and expands to fill the ongoing needs of the College and community.

Eligibility Requirements
● At least five years’ experience successfully teaching online courses at a community college
● Knowledge of Title 5 requirements and familiarity with ACCJC standards for DE courses
● Knowledge of how to improve student success and engagement in online courses
● Experience teaching community college or university-level courses using Moodle
● Ability to work with faculty in an online environment
● Ability to work with variety of teams in a collaborative approach
● Experience training faculty in a variety of disciplines to create, improve, and sustain online instruction
● Knowledge of curriculum committee course approval process for new DE courses
● Ability to take guidance and direction from workload supervisors

Products
● The facilitator will produce a report at the end of each semester of his/her achievement related to the project outlined in the Description of Project and Scope of Work. Feedback (i.e., survey results) from clients will be provided to the facilitator for improving delivery of services as needed.

Application Process:
Submit application letter to Kim O’Gara of OIM in the Office of Instructional Management and copy the Director of Planning, Research, and Institutional Effectiveness Chialin Hsieh by 5:00 p.m. on Monday, September 17, 2012.
• Part 1—Information Sheet including: name, email, years employed at COM, indication that department Chair and appropriate dean are aware of application, and Fall 2012 and Spring 2013 teaching load

• Part 2—Essay including description of suitability for the position. It may include, but not be limited to, the following:
  o Description of experience using Moodle
  o Description of knowledge of Title 5 and accreditation requirements for DE program
  o Description of proposed method(s) for using a collaborative approach with teams
  o Description of proposed support for the implementation of the DE Plan and Strategic Plan 2012-2015’s action steps

Criteria for Evaluation

The applicant demonstrates both adequate knowledge and experience and strong collaborative skills to effectively carry out the project activities within the proposed timeline.

(Article 8.3.3)

a. The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available (0-5 points)

b. The project activities will not adversely affect the discipline or department budget, facilities or schedule (0-5 points)

c. The applicant(s) appears to have adequate experience and/or carry out the proposed project (0-5 points)

For questions, please contact Dr. Chialin Hsieh at chialin.hsieh@marin.edu