



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Distance Education Coordinator

60% Assignment

Closing Date: June 18, 2026

Objectives of Assignment

To provide faculty leadership, guidance, and a vision for ongoing support and development of the Distance Education (DE) program as it works to meet the needs of students and faculty and ensures compliance with federal and state guidelines.

The Distance Education Coordinator is responsible for faculty shared-governance, curriculum, policy, and compliance work for DE programs to ensure high-quality, legally compliant, and strategically aligned online/hybrid offerings.

The coordinator works in collaboration with the Academic Senate, Faculty Development Coordinator, DE Faculty Development Coordinator, Instructional Designer, IT, and the Dean of the Library and Learning Support Services.

Supervision Exercised and Received:

Supervision provided by the Dean of Library and Learning Support Services.

Note: The Committee on Distance Education (CoDE), which the DE Coordinator chairs, is a Senate committee and operates under Senate authority. In this context specifically, the DE Coordinator also has reporting responsibility to the Senate.

Tasks and/or Activities Required:

Governance & Committee Leadership

- Work closely with the Academic Senate, Deans, and Division Chairs to support on-going development of a cohesive Distance Education program,
- Provide leadership to promote excellence in academic programs and uphold professional standards of the teaching profession,
- Organize and chair a minimum of one meeting per month of the Committee on Distance Education (CoDE) during Fall and Spring semesters and ensure participation from each Division.

- Serve as a DE resource providing perspective and recommendations to the following committees: Academic Affairs, Academic Senate, Curriculum & Instruction, Enrollment Management, and the Information Technology Committee.
- Serve as a resource for faculty/district Guild negotiations regarding Distance Education.

Policy and Planning

- In coordination with the DE Committee (CoDE):
 - update and maintain the current version of the Distance Education Strategic 3-Year Plan, and the DE Handbook (Canvas Shell),
 - bring policy/procedure updates as Motions to CoDE,
 - determine Distance Education program needs and complete the Program Review document and make PR recommendations,
 - respond to statewide initiatives relevant to Distance Education by developing, promulgating, and acting upon local DE policies,
- Work with Division Chairs to support the development of new distance education course and program offerings;
- Provide support for faculty and administrators completing evaluations in the DE modality.
- Provide/ Revise/ Update information for the college web page, catalog, and schedule of classes with respect to Distance Education; advertises and promotes activities associated with Distance Education; supports outreach activities for Distance Education courses.
- Work closely with the Single Point of Contact for the Online Education Initiative to meet Chancellor's Office standards for inclusion in CVC-OEI Exchange.

Curriculum and Course Approval

- In coordination with the DE Committee (CoDE):
 - Maintain up-to-date compliant DE Addenda Form, inventory of all approved DE courses, and upload the approved DE Addenda to GCC's C&I platform,
 - coordinate with Division Chairs, CoDE Reps, C&I Reps, C&I to ensure all courses (regardless of modality) have a current DE Addendum Form on-file for timely scheduling of classes
- Maintain the DE course approval process in coordination with the C & I committee,

Data, Assessment & Program Review

- Through the strategic use of institutional data, including GCC Research Data Dashboards, annual Spring Student Survey ,CVC Dashboard data, and completion in Program Review:
 - based on quantitative and qualitative data from students, faculty, GCC's Office of Research and Development, and the state, assess the effectiveness of DE planning;
 - make recommendations for sustained continuous quality improvement in DE; and
 - develop strategies to promote college-wide dialogue and participation in the integrated planning process for growth in DE; and
 - identify trends that reveal institutional and student needs in DE.
- In coordination with the DE Committee (CoDE):
 - request annual data from Office of Research & Development: monitor program demands, student retention, and student learning as it relates to Distance Education and initiates actions as necessary to ensure the quality and success of the program,
 - run an annual Student Survey on GCC's DE Program to learn needs, satisfaction/dissatisfaction
- Provide CVC Dashboard enrollment data, as well as data from Student Survey to Division Chairs to support scheduling.
- Collaborate with the Office of Research and Planning on the design of any student survey that evaluates GCC's DE Program

Statewide Liaison

- Attend and Represent GCC's DE program at the Distance Education Coordinators Organization (DECO) Monthly Meetings hosted by the Chancellor's Office during the academic year, and attends the full-day DECO meeting at the Online Teaching Conference (OTC) in the summer. Bring changes in Title 5, Federal Regulations, best & recommended practices in DE, etc. to CoDE and the college.
- Attend quarterly CVC Consortium meetings and bring information back to CoDE and the GCC Administration about the CVC Exchange & updates.
- Research, track and report on statewide data and trends surrounding distance education

Preferred Qualifications:

- Experience teaching in an online environment.
- Experience working with equitable online pedagogies, and educational and emerging technologies.
- Experience working with multiple stakeholder groups and the shared governance process.
- Experience with CCC curriculum and instruction processes and Cal-GETC.
- Understanding and application of effective practice in online instructional design.
- Understanding of learning theory and adult student characteristics.
- Knowledge of applicable state and federal regulations and laws regarding accreditation, Regular and Substantive Interaction, accessibility (508) and Title II, FERPA, enrollment funding, CA Title 5 and the Academic Senate.
- Interest in exploring new technologies.
- Excellent organizational and communication skills.

Stipend and/or Released Time:

60% Released Time Fall and Spring (based on a 35-hour work week as indicated in the Guild contract). If desired, transition semester splits RT between outgoing and incoming DEC (as occurred in Spring 2021).

Term of Assignment:

Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Released Time/Extra Pay Assignment
Application**



RT/EP APPLICATION FORM

Distance Education Faculty Coordinator
60% Released Time

Closing Date: June 18, 2026

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

*All activities related to this position in no way supplant contractual responsibilities
such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*