

LEADERSHIP FOR DISTANCE EDUCATION

College	Instructional Support	Technical Support	Additional Notes
Merced College	DE Committee	Online Manager	A recent resignation has motivated us to examine our distance education support department. So I wanted to ask who at your college (job title) provides leadership for instructional support and who provides leadership for technical support for online delivery. At Merced College we have had a D.E. Committee and an Online Education Systems Manager overseeing DE.
Cerro Coso	Director of DE	Director of DE	Our DDE is an educational administrator position acting as a sort of campus dean or director for the college's CC-Online "campus."
Cabrillo College	DE Committee	Director of DE-faculty	At Cabrillo College we have a faculty Director of Distance Education who also oversees our Teaching Learning Center. She chairs a Distance Ed committee.
Irvine Valley	DE Committee	DE Coordinator Dean of Online & EE Directory of TS	At Irvine Valley College, our DE leadership structure is a co-chair model (three people): faculty DE coordinator (3 LHE reassigned time), the dean of online and extended education, and the director of technology services. The group is responsible for writing, updating, and implementing the Technology Plan for the college, supervising training and staff development for online instructors, and identifying best practices for the Technology Services (IT) staff to follow in supporting faculty.
San Jose City	DE Committee	DE Coordinator-faculty	At San Jose City College we have a faculty DE Coordinator with a .3 reassign time and no real administrative oversight (yet). The DE Committee is not listed as one of our standing committees so we are looking at restructuring all committees. Technical support for delivery is done by the district office with input (some) from Evergreen Valley College and SJCC.

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LEADERSHIP FOR DISTANCE EDUCATION

<p>Santa Monica</p>	<p>FT DE Multimedia Specialist</p>	<p>CMS Contract</p>	<p>Instructional support: The Santa Monica College Distance Education Department provides several options specific to address Instructional Support needs. It is a multi-pronged approach.</p> <ol style="list-style-type: none"> 1. Our full-time DE Multimedia Specialist assists faculty with course design questions specific to accessibility and multimedia components and general use of the CMS tools. 2. The District supports a peer faculty mentoring program. 3. Faculty are provided with access to a self-paced faculty design tutorial available which covers best practices in online course pedagogy including steps for course building utilizing the CMS platform tools. 4. Our CMS (Pearson/eCollege) contract provides for Instructional Design Support relating to course development, instructional multimedia and instructional design. This support is available by email or by phone appointment. Appointments options can range from quick and focused questions or as one to two hour (and beyond as needed) increments based on faculty need. 5. We purchased a block of online faculty certification scholarships which are hosted by our CMS. The cost per guided online course is \$450, runs 6-weeks and covers all aspects of course building and teaching. 6. The DE department & online faculty created a faculty resource website which includes an archived library of over 12-hours of webinars on course pedagogy, best practices and effective uses of the CMS tools.
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LEADERSHIP FOR DISTANCE EDUCATION

			<p>Technical support: Our CMS (Pearson/eCollege) contract provides for 24/7/352 technical support via toll-free phone, live chat and email. This service is available campus-wide to all faculty and students including technical support for our traditional campus-held classes who elect to use the CMS to enhance their classes.</p>
Saddleback	DE Committee	IT	<p>Instructional support: Dean of Online Education and Learning Resources Institute for Teaching and Learning (ITL) - supports faculty professional development including Blackboard and online teaching DE committee Technical support: District managed (District IT) with college IT and instructional (ITL, above) liaisons</p>
Santa Rosa	Dean 50% Manager 1.3 FTE classified	Instructional Systems Designer Staff	<p>Instructional support: Dean of Learning Resources and Educational Technology and the Distance Education Department with a 50% manager and 1.3 FTE classified</p> <p>Technical support: One Instructional Systems Designer in the Distance Education department and one staff from the Instructional Computing department for server support</p> <p>Lots of collaboration between DE, Instructional Computing, Media Services and Library to support online instruction</p>
De Anza	1/3 faculty Dean DE Team	IT Department	<p>Instructional support: 1/3 of a faculty member's time is spent on instructional support for DE. She reports to one of my deans, who also helps. Their work is guided by a DE team, which we are right now re-formulating.</p> <p>Technical support: IT department</p>

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LEADERSHIP FOR DISTANCE EDUCATION

Colombia	Faculty-DE Coordinator DE Committee	DE Coordinator	At Columbia College we have a faculty member with 100% reassign time who serves as the DE Coordinator. She oversees the Instruction Technology Center (ITC), which provides technical support for online education to faculty, staff and students. She is also the chair of the DE Committee. Our IT staff assists her with technical needs.	10
San Mateo	DE Coordinator DE Committee	DE Coordinator	We have a full-time Distance Education/Instructional Design Coordinator in the district office reporting to me, in addition to similar positions with somewhat different reporting relationship at each of the three colleges in San Mateo CCD. The district position, working with the colleges, is responsible for our homegrown and very popular STOT Program (Structured Training for Online Teaching), coordinating District Distance Education Advisory Committee and the development of our District Distance Education Strategic Plan, etc.	11
Reedley	DE Coordinator 50% DE Committee		We have a faculty DE coordinator who has 50% release time. There is a DE committee that supports him. We are studying restructuring this and moving towards hiring an Instructional Designer who has pedagogical and technical knowledge.	12

LEADERSHIP FOR DISTANCE EDUCATION

<p style="text-align: center;">Mt. San Jacinto</p>	<p style="text-align: center;">Dean DE Coordinators</p>	<p style="text-align: center;">CMS IT Department Technician</p>	<p>Administrative Supervision: Dean of Instruction: Library and Technology : Directly supervises the Distance Education Program and support staff, administers the DE budget, reports to the Board of Trustees on a yearly basis, co- leads planning efforts for professional development activities related to DE, monitors compliance with state and federal regulations and guidelines, and supports faculty in their course design and development efforts.</p> <p>Faculty Distance Education Coordinators (3): Each coordinator has 20% reassigned time with specific duties in three areas; Curriculum Development, Professional Development, and Policy and Planning. The DE Coordinators generally serve as liaisons between faculty and administration in distance education matters, co-leads planning efforts for DE professional development, review and recommends regarding approval of DE courses through the Curriculum Committee as needed, assists faculty with a variety of technical and pedagogical matters related to DE. We also have two hourly instructional designers who provide course development support on a minimal basis. (We need more instructional design support!)</p> <p>We host our own CMS and have a systems administrator in the Information Technology area and a technician who provides front end assistance for the CMS. The technician is in our Instructional Technology area.</p> <p>Our Educational Technology Committee is a shared governance committee that makes policy recommendations and advises the college on all DE matters, updates the DE Plan and Handbook, and assists in the planning of the Technology, Teaching and Learning Academy. It is co-chaired by the Dean and one of the DE Coordinators.</p>
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LEADERSHIP FOR DISTANCE EDUCATION

Ohlone	<p>.25 FTE Dean of Business</p> <p>.25 FTE LR Technician I</p> <p>15 % reassigned time for faculty chair of DE</p>	<p>1 FTE classified staff</p> <p>.25 FTE classified staff Computer Lab Coordinator</p>	<p>At Ohlone College the following support is in place for DE</p> <p>Instructional Support : .25 FTE Dean of Business, Technology and Learning Resources</p> <p>.25 FTE Learning Resources Technician, I</p> <p>15 % reassigned time for faculty chair of DE Committee</p> <p>Faculty Development - one-on-one and workshops</p> <p>Technical Support: 1 FTE classified staff Course Management Technician</p> <p>.25 FTE classified staff Computer Lab Coordinator</p>	14
San Diego	Dean	IT	<p>The support is provided at the district for our 3 colleges and Continuing Education. There is the Dean of Online programs responsible for instructional support and our Director of IT provides tech support.</p>	15
Chabot			<p>Chabot College support for distance education has felt the sting of recent budget cuts and we are left with two classified staff members, down from four.</p> <p>In addition to our two staff members we have an active faculty committee COOL (Committee On Online Learning) that meets regularly to review online curriculum proposals, mentor faculty, and explore new technology options. This committee interfaces with our curriculum committee around all DE proposals.</p> <p>Staff Members:</p> <p>1) Distance Education Coordinator (Classified); functions as the prime person who interfaces with Black Board, District IT, Chancellor's Office, training, faculty support as well as students.</p> <p>2) Instructional Designer (Classified); cross trained in the above activities this position has the prime responsibility for assisting faculty to design online learning courses that are Title 5 compliant and make good use of our current technology.</p> <p>These positions are overseen by Dean, who has Instructional Technology as part of assignment.</p>	16

LEADERSHIP FOR DISTANCE EDUCATION

Fresno City	<p>DE Chair</p> <p>Faculty Chair</p> <p>DE Coordinator-</p>		<p>At Fresno City we have a DE committee headed by a faculty chair. We also have a DE Coordinator who is a Dean who has the most DE in their area (Business). We are currently creating a Dean of Student Success and a Director of DE that will provide leadership in this area.</p>	17
College of the Canyons	<p>Dean of Library, Technology and DE</p>	<p>Technical Support Staff Liaison to IT/IS</p>	<p>We have a Dean of Library, Technology and Distance Education that supports the two campuses operated by College of the Canyons, plus a technical support staff person that is a liaison to IT/IS.</p>	18
El Camino	<p>FT Classified DE Coordinator</p>		<p>El Camino College has a full time classified Distance Education Coordinator to provide instructional support for students and faculty.</p>	19