

Dear Faculty,

Crafton is looking for a faculty member (full-time or part-time) to lead the development and maintenance of our Distance Education program. The selected individual will receive 65.7% release time to do this job. This is equivalent to 23 hours per week (Non-Instructional, 414 hours each semester) for a two-year term from Fall 2024 to Spring 2026. There will be no summer commitment associated with the position.

The Distance Education Faculty Lead is responsible for the following:

- *Chair the Distance Education Program Committee.*
- *Peer Online Course Review (POCR) trained.*
- *Facilitate and lead the effort to implement POCR at Crafton Hills College*
- *Attend the DECC (District DE committee) meetings representing CHC.*
- *Participate in California Virtual Campus (CVC) Consortium meetings.*
- *Working with college administration, ensure updates to CVC Consortium are communicated and implemented.*
- *Participate in Statewide DE Coordinators meetings serving as a liaison for CHC.*
- *Facilitate the verification process for teaching online at Crafton Hills College.*
- *Facilitate additional DE training that aligns with college goals and plans.*
- *With the assistance of CHC administration, verify and document instructor readiness for DE instruction.*
- *Document the recommendation to the Curriculum Committee for the approval of DE addendums.*
- *Oversee the development and ongoing maintenance of the DE plan including the annual plan/program review.*
- *Create developmental shells for faculty and provide instructional support to faculty working with Canvas.*
- *Make recommendations for professional development related to DE.*
- *Verify that the DE program has faculty training and up-to-date resources available.*
- *Coordinate with Administration on DE course and program development.*
- *Serve as liaison between Crafton Hills College and District on all DE matters.*
- *Assist with budget development for DE.*
- *Update online materials and resources, supporting DE (e.g. DE portal, website links, FAQ documents) etc.*
- *Assist with formative evaluations for online programs.*
- *Assist with instructional design related to DE.*
- *Advise on technology standards related to DE.*
- *Advise on policy development related to DE.*
- *Assist with the growth, development and implementation of DE related services.*
- *Work with the Vice President of Instruction to complete any required DE surveys.*

This position will report to the Vice President of Instruction or designee. Any full-time or part-time faculty member may self-nominate or nominate someone else to serve as the Faculty Lead. The individual nominated will be given the opportunity to accept or reject the nomination. This position will serve a two-year term and may serve multiple terms and must be re-nominated for each term.

Interviews will be held with the Academic Senate President, the Dean of Languages, Arts, and Academic Support, and the Vice President of Instruction. The final decision will be made by the Vice President of Instruction.

If you wish to nominate yourself or someone else, please respond to this email confirming the nomination by April 15, 2024.

Sincerely,

Keith Wurtz, Ph.D.  
Vice President of Instruction