February 11, 2019

Distance Education Committee Meeting

Members present: Ping Wang, Robert Hannu, Jinho Jung, Tom Cunningham, Carrie Meisner, Stephen Theriault

Bryan Asusta (excused due to illness)

Guest: Pat Phillips

Recommendations for the Director of Online Education Job announcement.

Qualifications

* Graduate degree and three years relevant experience or combination of education and relevant experience.
* Online teaching experience in higher education.
* Proven supervisory and leadership experience in higher education.
* Experience administering a learning management system in higher education (preference given to an experienced Canvas LMS administrator).
* Expertise in various online technologies for course delivery, synchronous and asynchronous communication, course content construction, project management, software that facilitates instructional design and data-driven decision making.
* Working knowledge of HTML, Adobe Creative Suite, CSS, JavaScript, streaming audio and video, compression methods, file types and formats to design online instructional materials.
* Experience troubleshooting computer applications that facilitate teaching and learning.
* Familiarity with regulations regarding state authorization and international program approval, as well as higher education accrediting bodies, DOE, ADA and copyright guidelines.
* Demonstrated ability to prioritize work and multi-task and manage last-minute needs and changes gracefully.
* Demonstrated exceptional interpersonal communication and customer service skills.

Responsibilities

* Implement, administer and evaluate day-to-day activities of GBC online courses and programs.
* Provide vision, leadership, and operational management for the support of online, hybrid, and web-enhanced online courses and academic programs.
* Increase GBC’s capacity for continual expansion of quality online offerings.
* Research and implement integrations to Canvas.
* Lead implementation of best practices in online education and work with GBC leadership, faculty and staff to implement innovation.
* Provide faculty professional development resources (e.g., workshops, instructional aids, webinars) to engage faculty on the use of educational technology support and best practices in online learning.
* Represent GBC to internal and external constituencies, serving as GBC’s representative to the NSHE Online Directors Group and participate in related group meetings.
* Proactively participate in efforts to improve processes leading to student success.
* Provide 24/7 emergency support for Canvas LMS.
* Identify online education funding opportunities and collaborate with grant-writing staff to generate proposals and compile reporting data.
* Supervise online education department administrative assistant, instructional design specialist, and HelpDesk employees.
* Contribute to the success of all academic programs by performing duties in a manner consistent with the mission, goals, and values of GBC.
* Perform other duties as assigned.