

Date of Board Meeting: August 21, 2020 Date of This Proposal: August 6, 2020

SUBJECT: Distance Education Department Re-organization

RECOMMENDATION: Approve re-organization plan and positions

BACKGROUND/RATIONALE:

The COVID-19 pandemic presented many challenges for higher education, especially in the area of remote instruction. The rapid and broad conversion to online learning resulted in a dramatic increase in the number of online courses and the need to support students, faculty, and support staff. Hence, the role and responsibilities of a small Distance Education (DE) Department changed dramatically. Many elements of online learning will continue post-pandemic.

To fully support the expanding roles and responsibilities of the Distance Education Department, it is crucial to have key personnel to support the needs of students and employees. Specifically, an additional Instructional Technologist with an accessibility focus and a Support Specialist with a focus on technology and media are needed.

First, the re-organization eliminates the current, vacant DE Secretary position and upgrades it to a DE Support Specialist. The new position focuses on various technical support in regards to DE technologies, manages training and evaluation records, and supports the college's web conferencing platform. Second, the current DE Media Support Specialist position changes to a higher skill level position, Accessibility & Instructional Media Technologist. This position ensures alignment with Web Content Accessibility Guidelines and Section 508 rules, addresses accessibility issues in curriculum design and delivery, and assists with creation of accessibility compliant course materials.

The CARES Act will fund the re-organized positions until April 2021. Both positions total \$87, 261. After that date, the DE Department budget will assume the additional cost by eliminating and revising positions. The cost above the current DE budget is \$24,786.

Estimated Cost and Budgetary Support (how will this be paid?): \$24,786

RESOURCE PERSON(S): Michele Betancourt, Director of DE & Leigh Ann Collins, VP Instruction

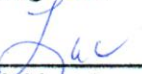
SIGNATURES:



Originator

8/6/2020

Date

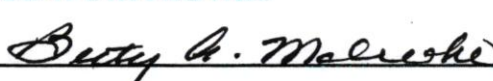


Cabinet-Level Supervisor

8-6-20

Date

PRESIDENT'S APPROVAL:



8-10-2020
