

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") regarding the job description for the revised Distance Education and Accessible Learning Resources Coordinator.

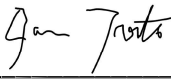
Distance Education and Accessible Learning Resources Coordinator

Non-classroom staff responsibilities represent a thirty-two-hour week (80% assigned time reduction of teaching load) during the Fall and Spring semesters and an additional 20% teaching load in the applicants' discipline in one fully online course per primary term. This is a 199-day position and non-classroom staff responsibilities represent a forty-hour week outside of the primary terms.

Responsibilities


1. Reports directly to the Dean of Instruction over Distance Education (DE) and Technology Mediated Instruction (TMI).
2. Assists with all planning, organizing, and development of Butte College's distance education program.
3. Collaborates, as a member of TMI, with the Instructional Technology Specialists in supporting faculty with training and development in online curriculum and distance learning.
4. Works with faculty and staff to promote distance education program development and the use of best practices in online courses.
5. Chairs the Distance Education Committee and oversees approval of online and hybrid courses.
6. Attends TMI department meetings.
7. Serves on the Academic Technology Committee.
8. Serves on the Technology Council.
9. Participates in statewide webinars and/or meetings of California Community Colleges' Distance Education Coordinator group and responds to distance education survey requests from the California Community College Chancellor's Office.
10. Helps research, monitor, and maintain a process for compliance with state and federal codes, guidelines and policies, including accreditation standards, copyright and intellectual property rights, and Section 508 compliance.
11. Assists in identifying distance education problems, needs, and concerns in a timely manner; recommends and assists in implementing plans of action for improvement.
12. Promotes and facilitates professional development opportunities applicable to distance education and accessibility.
13. Assists faculty in ensuring that courses offered through distance education meet the overall educational standards of the institution.
14. In the absence of TMI staff, assumes responsibilities for notifying the Learning Management System (LMS) hosting vendor of service disruptions.
15. Works with TMI staff to ensure that sufficient technical resources are available to faculty and students, as related to distance education.
16. Develops and maintains a process for ensuring accessibility of course materials and learning resources in collaboration with the Dean of DE and the Academic Senate.


17. Assesses accessibility of learning resources and online courses when requested.
18. Provides support to help faculty create accessible course materials and evaluate online resources for accessibility.
19. Provides training and resources for
 - a. Accessibility, WCAG standards, and section 508.
 - b. Designing courses that are accessible, adaptable, and equitable.
 - c. Online Course Design including UDL principles and the development of assessments that promote academic integrity.
 - d. Other accessibility and distance education topics as needed.
20. Collaborates with Professional Development and the DE Committee to develop a community of trained accessibility advocates.
21. Collaborates with TMI to help faculty utilize the accessibility features of Canvas, LTIs, and digital resources.
22. Collaborates with DSPS to identify gaps so this position can develop additional training and support for faculty.
23. Collaborates with the IDEA Officer to help build a campus culture of support for students with disabilities.
24. Performs other duties as negotiated.

By: 

For BCEA

By: 
Erik Shearer (Sep 4, 2024 11:43 PDT)

By: 
Chris Little (Sep 4, 2024 19:02 PDT)


Chris Little (Sep 4, 2024 19:02 PDT)
For the District











BCEA MOU Distance Ed Accessibility JD_Aug2024

Final Audit Report

2024-09-05

Created:	2024-08-28
By:	Kathy Turner (turnerkat@butte.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAPadwx85fQo_x24W0eIUIHrazvM_kK0RT

"BCEA MOU Distance Ed Accessibility JD_Aug2024" History

-  Document created by Kathy Turner (turnerkat@butte.edu)
2024-08-28 - 10:29:08 PM GMT- IP address: 205.155.141.8
-  Document emailed to Jason Trento (TrentoJa@butte.edu) for signature
2024-08-28 - 10:29:23 PM GMT
-  Email viewed by Jason Trento (TrentoJa@butte.edu)
2024-08-28 - 10:31:43 PM GMT- IP address: 104.28.123.99
-  Document e-signed by Jason Trento (TrentoJa@butte.edu)
Signature Date: 2024-08-28 - 10:31:55 PM GMT - Time Source: server- IP address: 104.28.123.166
-  Document emailed to Erik Shearer (shearerer@butte.edu) for signature
2024-08-28 - 10:31:56 PM GMT
-  Email viewed by Erik Shearer (shearerer@butte.edu)
2024-09-02 - 7:11:35 AM GMT- IP address: 104.28.124.100
-  Document e-signed by Erik Shearer (shearerer@butte.edu)
Signature Date: 2024-09-04 - 6:43:27 PM GMT - Time Source: server- IP address: 205.155.141.8
-  Document emailed to Chris Little (littlech@butte.edu) for signature
2024-09-04 - 6:43:29 PM GMT
-  Email viewed by Chris Little (littlech@butte.edu)
2024-09-05 - 1:57:39 AM GMT- IP address: 205.155.141.8
-  Document e-signed by Chris Little (littlech@butte.edu)
Signature Date: 2024-09-05 - 2:02:01 AM GMT - Time Source: server- IP address: 205.155.141.8

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2024-09-05 - 2:02:01 AM GMT