ETC Coordinator Discussion
2/4/15

A.   Post/Recruit
        internal (current FT faculty member)
        recognition of level of work
        union approval
        external individual with expertise (.6 load)
        2-year term
B.   Qualifications
        earned degree sufficient to qualify as a faculty member in a CC discipline
        experience with DE and instructional design
C.   Duties
        ETC chair
        facilitate ETC approval process for both courses and instructors
        oversee the development and update of DE plan
        Blackboard management
        professional development recommendations
        oversee update process(es) for instructor and course approval
        coordinate with administration on DE courses and programs
        liaison to district DE committees
        assist with development of DE courses
        liaison to campus tech committee
        manage budget for DE (?)