



Distance Learning Coordinator

Job Description

Department: Division of Post-Secondary Education

Reports to: VP of Academic Affairs

The Distance Learning Coordinator is responsible for all aspects of Hartland College’s Distance Learning Program (DL)—including interfacing with regulatory agencies, coordinating with academic department chairs for content, supervising classroom filming, classroom/studio setup, platform management and maintenance, professional development/training for departmental staff, and faculty/student support. The Distance Learning department coordinates the production of DL content for each academic department at Hartland College.

Responsibilities:

- Enthusiastically and actively supports the college’s mission and vision and ensures that all Distance Learning programs closely align with this mission and vision.
- Fosters a collegial, dynamic team spirit with DL staff and Hartland College academic departments while providing leadership and structure to the Distance Learning department and its day-to-day functions.
- Focuses on developing meaningful relationships between DL students, the DL staff and the Hartland College teaching faculty. We want all DL students to feel like they are an important part of the overall Hartland College community. Designs DL classes to adhere to the student’s own schedule while being typically self-paced *combined* with synchronous elements as needed to create this “community.”
- Collaborates closely with the chair’s of the various academic departments to guarantee that every Distance Learning class has clearly stated educational objectives, Planned Learning Outcomes (PLO’s) and academically sound assessment and evaluation protocols.
- Ensures that Distance Learning curriculums and degree programs are comparable in content and rigor to the same core standards, PLO’s, and assessment/evaluation protocols as our on-campus curriculums. Guarantees that the instructional materials and technology

methods adequately meet the objectives of each degree and class. Designs DL programs to be completed with the same amount of effort and time as on-campus classes.

- Works directly with department chair's to brain-storm and design Distance Learning degrees unique to Hartland's educational model. We want to utilize creative thinking and design to "capture" the Hartland experience in a Distance Learning format. This includes embedding the same holistic model into our DL program that we require in our core and departmental curriculums. The DL coordinator must design distinct ways for students to collaborate with their local churches, schools and community for outreach activities, agricultural projects, nature activities, physical training and fitness, and other components that are integral to our campus experience. Include DL students in our campus worship programs and weekend events via live video as much as feasible. Avoid relying on just filming a class and expecting that to satisfy this requirement.
- Coordinates the development of filming schedules of current classes used in DL. Carefully chooses only high quality classes to be included in the Distance Learning program based on the quality of the teaching, instructor qualifications, class content, and instructional methods. Ensures that courses filmed include classroom interactions, shots of the actual class participants, and includes a brief introduction by the professor to the content and structure of the class (can be a studio introduction rather than as part of the live class). Arranges students in non-traditional seating arrangements if this fits in with the style of the class. The DL programs should demonstrate active learning strategies, innovative teaching styles, project-based learning, real-world research, and creative classroom arrangements throughout our DL program.
- Collaborates with the Media department to ensure that all *videography* work adheres to professional filming standards such as utilizing multi-cam angles, professional fades/transitions, industry standard audio feeds, professional editing, and proper color correction/balance. Films in a carefully designed classroom *studio space* configured to provide exceptional sound, lighting, ambience and presentation. Utilizes live plants attractively placed throughout the studio (as appropriate). Designs and creates a variety of inspiring Hartland themed *studio backdrops* to be used in the DL program.
- Develops creative ways in which our campus in-class interactions, assignments, active learning strategies and activities can be simulated in the DL environment. Embeds these innovations in each DL course created.
- Utilizes a creative variety of Distance Learning strategies throughout the curriculum including: Synchronous/asynchronous/hybrid class delivery systems, flipped classroom models (e.g., synchronous interactive virtual classroom projects/discussions/activities combined with asynchronous lectures/assessments/projects), cohort style off-campus

meetings in a central location, interactive games, music based assignments, project based learning strategies, multi-media based projects, multi-media content delivery, etc.

- Collaborates closely with the department chairs to provide useful and accurate evaluation/assessment models specifically designed to accommodate distance learning conditions. Coordinates the grading of class work with the various academic department chairs who assign qualified personnel as appropriate to ensure high quality feedback for papers, research projects, exams and other assessment projects.
- Provides training and technological assistance to department chairs and their faculty regarding the development and delivery of DL content.
- Develops a clear, written explanation available to all DL students listing minimum computer requirements to take a DL course, an explanation as to how we protect and secure student information (e.g., work, grades, correspondence), student ID's, enforce online safety, protect student privacy and the specific steps our IT department takes in monitoring our computer systems for unauthorized intrusions and security events. The DL coordinator must guarantee that all computer systems that handle student work must be backed up hourly, have redundant systems active and in place, advanced firewall protection to all networks, and standard AES encryption standards active bidirectionally.
- Frequently evaluates our technology infrastructure to ensure that we have adequate IT support, updated computers, cameras, studio backdrops, sound equipment, and technology interfaces to allow for seamless "live-action" synchronous classroom interaction in a secure, private environment.
- Ensures that adequate access to online library databases, books, periodicals, and research materials are readily available for DL student use. Specifies that DL classes must include adequate research and writing assignments that use library resources commensurate with a college level degree.
- Works closely with our Student Learning Center to provide quality academic support services including tutoring, counseling, and academic assistance to all DL students. This includes an easy and transparent way to contact the faculty who teach the DL classes. Ensures that services are available when DL students need them.
- Coordinates with college administration to ensure that DL has enough staff on hand to guarantee that all students receive prompt feedback on assignments, class activities, quizzes/tests, questions, general correspondence and academic performance. Provides I.T assistance in the use of required technology to DL students who require such help.
- Designs and develops protocols that constantly monitor the DL system to ensure that all aspects of the program are fully operational and functioning 24/7.

- Develops an “easy-to-use” online interface for our distance education program. Ensures that site navigation is seamless and intuitive, registration is straight forward and basic, and site wording is simple and clear. Includes an abundance of campus pictures and creative graphical interfaces creating a modern, yet distinct online experience unique to Hartland College. Frequently updates content, campus news wires, campus photos, the web interface and other activities that give the site a “live-action” feel for DL students.
- Develops a DL specific academic handbook for students that outlines all courses offered, registration procedures, policies, academic procedures, all academic calendars, grading practices and refund policies.
- Creates how-to manuals and interactive videos for giving DL students clear instruction in navigating the DL site, how to use Populi, finding grades, locating official messages, pinpointing class sites, contacting teachers, etc.
- Works closely with Hartland College’s Admissions department and Registrar for enrolling and admitting all DL students. Ensures that all DL students registered in a DL degree program have: 1) a Hartland Student ID (noting a student’s DL status), 2) current photo, 3) has completed our standard application and admissions requirements, and 4) are fully aware of the requirements and responsibilities of being a Hartland College Distance Learning student.
- Generates a clear system for confirming that all assessment processes, assignments, and school work is actually completed by the registered applicant using a secure login and pass code, proctored examinations, or other technical innovations designed to confirm a student’s identity. Must have a written procedure that explains any additional registration steps or charges associated with verifying a students identity.
- Develops written standards to ensure that every DL student has sufficient knowledge, equipment, access to internet bandwidth and technical skills to successfully undertake a Distance Learning program.
- Provides an accurate and up-to-date tally of enrolled students in Distance Learning and provides this information to our accreditation liaison to include in Hartland’s official SACSCOC and SCHEV annual profile reports as well as in internal and publicly posted reports.
- Responsible to ensure that all Distance Learning policies, procedures, functions, programs, degrees, and operations comply with SACSCOC *Principles of Accreditation* and SCHEV’s regulations.
- Creates a DL departmental policy manual that spells out all policies/procedures relating to the department including: Faculty compensation/expectations/responsibilities,

accountability structures, ownership of rights to DL classes/materials/videos/, copyright issues, revenue use, details of daily operations, funding, departmental review procedures, DL class creation/filming/preparation/distribution, etc.

- Develops an internal review plan that utilizes collected data to assess and evaluate DL student success using metrics such as: Student academic performance, enrollment numbers, student career statistics, alumni/student/faculty feedback (via formal procedures), course quality/usability/relevancy, and other measures to derive statistically relevant information to guide departmental assessment, evaluation and planning. Frequently reviews these statistics to develop concrete strategies for program improvement.
- Conducts and evaluates yearly program reviews of the Distance Learning department, analyzes the information and uses the statistical results to improve the effectiveness of the department. Establishes a clear accountability structure for every class and degree program.
- Provides a clear grievance policy outlining the steps/procedures for resolving DL student complaints and concerns.

Qualifications:

- Preferred educational requirement: Master's degree or higher in an education, communication or technology related field. Other degrees may be accepted in high aptitude applicants.
- Dedication to the standards and principles of education as outlined in the Bible and Spirit of Prophecy.
- 3+ years of experience in Distance Education delivery (preferred).
- Possesses an aptitude to learn and understand accreditation and state requirements.
- Ability to effectively manage and inspire subordinates.
- Exceptional customer service, listening, and teamwork skills.
- An approachable style and a passion for helping students and faculty with their Distance Learning needs.
- Willing and able to mentor students in vocational, practical, and work education settings as part of our work education program.