eLearning Coordinator

The eLearning coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to provide faculty with oversight and management of the Canvas Sub-Account associated with their school and/or department. The eLearning Coordinator will receive Canvas admin training through eLearning and have access to all the courses, development shells, course masters, and assessment tools in their respective Sub-Accounts. The eLearning Coordinator position will require availability throughout the Academic Year (Fall, Spring and Summer). Workload will vary based on semester trends (e.g. assisting with semester start procedures, or stage of course development cycle).

Knowledge, Skills and Abilities

Knowledge of: FSW Online and eLearning policies and procedures; Proficient in using Canvas for course development and instruction; Quality Matters and/or other metrics for online course development and best practices in teaching online.

Ability to: advocate for support of distance education; facilitate communication between eLearning and faculty; adapt to new technology quickly; learn and maintain updated knowledge of Canvas; learn and maintain updated knowledge of policies, procedures and current practices and trends in online learning; work independently while recognizing situations that require the supervisor's attention; maintain confidentiality; communicate effectively orally and in writing; establish cooperative working relationships with persons contacted in the course of performing assigned duties.

Specific Duties

- Provides academic departments with eLearning and Canvas updates prior to each department meeting.
- Assists eLearning in communicating and training faculty on eLearning procedures and available support services.
- Collaborates with eLearning on evaluating and prioritizing course development requests for academic departments and/or schools.
- Participate in Quality Matters training (eLearning support for becoming "QM Certified").
- Participate in the online external course review process.
- Provides eLearning with updates on known textbook changes, or other curriculum changes, that will impact the current online master course.
- Assist eLearning in the documentation and identification of courses in respective Sub-Accounts.
- Assess the current state of online master courses by applying Quality Standards Rubric.
- Work with departmental faculty and eLearning to identify professional development needs/opportunities for online and campus-based instructors.
- Act as Canvas Commons manager for respective academic department and/or school groups.
- Collaborate with the respective Learning Assessment Coordinator(s) and Office of Institutional Research to facilitate common assessments administered in Canvas.
- Serve as the Department's representative to the Academic Technology Committee.
- Facilitates course copies of online course masters into Canvas shells for full-time and adjunct faculty prior to semester start.
- Assists eLearning with day-to-day operations related to academic department or school (e.g. add/remove people, create/delete "sandboxes" for faculty as needed, ProctorU faculty support).

Selection Process

Faculty may nominate themselves for this role and is subject to a departmental vote. The selected candidate is then recommended to respective Dean and the Director of eLearning. The Provost/VPAA has final appointment authority.

Positions available:

One or two eLearning Coordinators per School by approval of the Dean.

Compensation

The eLearning Coordinator compensation is dependent on the average online course load of the given department/school. Coordinators will receive a minimum of one-class (3 hours) reassignment each for fall, spring and summer semesters, and up to two-class (6 hours) reassignment with a $1500 stipend for larger loads. Appointment may be renewed annually at the discretion of the Dean and Provost/VPAA.