



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE  
FACULTY SENATE

To: Louise Pagotto, Chancellor

From: Susan Inouye, Faculty Senate Chair *SI*

Date: September 14, 2016

RE: Resolution 09022016-3 in Response to Action Request #1617003

On September 9, 2016, the Faculty Senate officially passed the following motion to recommend that the College designate a full-time online coordinator with assigned duties as listed below, from Action Request 1617003.

**Resolution:**

The Faculty Senate, based on a recommendation from the Distance Education Committee, requests the designation of a full-time Online Learning Coordinator. The factors that have led the Distance Education Committee to this recommendation include: the former Chancellor's mandate that 20-50% of all classes at KCC be online in the next 1-10 years; the changes to ACCJC Accreditation Standards focusing on Distance Education; and the growing and complex needs of online students, instructors, and support staff required the oversight and management of online classes.

The Online Learning Coordinator would be responsible for duties such as:

- Creating and implementing an overall comprehensive plan for quality and support of Online Learning.
- Staying current with pedagogy and best practices in Online Learning.
- Collecting, analyzing, and sharing results of statistics regarding Online Learning.
- Reviewing student readiness for online courses and implementing corrective measures as necessary.
- Managing professional development for faculty engaged in teaching online.
- Ensuring ADA compliance of online learning materials.
- Ensuring compliance with licensing and copyright laws and regulations.
- Managing resolution of student issues/complaints unique to online learning.
- Developing budget and grant requests in support of online learning.

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- Liaison with the Faculty Senate Distance Education Committee.
- Liaison with CELTT regarding technology needs and training.
- Liaison with the Counselor for Online Learners.
- Liaison with Curriculum Committee to review proposals for all new and updated online courses.
- Liaison with support staff at the UHCC System level.

Please see the attached Action Request.