



**College of the Redwoods  
Request for Staff Funding FY 2015-16**

**This form should be used for requesting new staff positions and included in the program review process.**

**Initiator:**

**Date:**  **Campus/Site:**

**Department:**

**Requested Amount:**

**Divisional Rank (if any):**

**Position Title:**  (ex. ISSII, etc.)

**Position description (please provide details about the position need):**

In collaboration with the Instructional Technologist, assists faculty with tasks relating to the development of instructional materials used in Distance Education courses. Provides direct assistance to faculty in the use of equipment and materials needed for instruction. Acquires, maintains, and inventories equipment, materials, supplies, and other materials required for Distance Education course development. Performs minor repairs on equipment. May be required to maintain contact with vendors. Over the phone or in person provides students, staff, and instructors with information relating to the use of the Course Management System. Performs other work related duties as assigned that support the overall objective of the position.

**Statement of Need (Justify the need for the position)**

The current Instructional Technologist position workload is fully occupied with tasks such as training faculty in the use of Canvas, overseeing the integration of tools such as TurnItIn or EvaluationKit with Canvas, maintaining the CR-Online webpages and resources, and much more. As an example of the workload required to develop new online course material, a course such as Biology 1 (currently being developed for Fall 2016) may require hundreds of short video segments to adequately present the concepts of the course. Each individual video requires captioning to meet ADA regulations, which is done through a grant, but then must be individually uploaded to Canvas. These materials can be re-used for a number of terms, but in order to meet the College's goal of offering a fully online degree program it will be necessary to develop numerous additional courses to meet GE requirements - and without additional staff support, faculty will not be able to develop the courses.

**Link with Institutional Goal/Assessment Results (Describe):**



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Education Master Plan goal 4.3: “Enhance Distance Education or eLearning” and goal 4.4: “Effectively utilize technology in teaching” both speak to the need to provide adequate support for the growth of the Distance Education program. The college has also adopted growth of Distance Education as a way of growing enrollment and providing service to remote students; but to reach those goals we need additional support.