

## Distance Education Responsibility Matrix

P = Primary Responsibility; S = Shared Responsibility; R = Recommendations

#	Distance Education Functions	RESPONSIBILITY		
		District	College	District DE Committee
<b>1</b>	Faculty Training			
	<ul style="list-style-type: none"> <li>• Handbook</li> <li>• Teaching Skills</li> </ul>		P	R
	<ul style="list-style-type: none"> <li>• LMS</li> </ul>	P		R
<b>2</b>	Student Training			
	<ul style="list-style-type: none"> <li>• LMS</li> </ul>	P		R
	<ul style="list-style-type: none"> <li>• Handbook</li> </ul>		P	R
<b>3</b>	Standards <ul style="list-style-type: none"> <li>• Minimum Standards (State)</li> <li>• Quality Standards (e.g., Rubric)</li> <li>• Accessibility Standards</li> <li>• Training</li> </ul>		P	R
<b>4</b>	Strategic DE Planning (College)		P	
<b>5</b>	Scheduling Patterns, FTEF and Teaching Assignments		P	
<b>6</b>	Maintenance, Software Licensing and Maintenance Agreements <ul style="list-style-type: none"> <li>• Content Management System</li> <li>• Curriculum Database Repository (CurricUNET)</li> <li>• eLearning Website</li> <li>• Learning Management System (Canvas)</li> <li>• Respondus</li> <li>• TurnItIn</li> <li>• Video Streaming</li> </ul>	P		R
<b>7</b>	eLearning Website Content and Student Support <ul style="list-style-type: none"> <li>• Assessment (pre collegiate)</li> <li>• Counseling</li> <li>• DSPS</li> <li>• EOPS/ CalWORKS</li> <li>• FAQs</li> <li>• Library</li> <li>• Orientation</li> <li>• Testing</li> </ul>		P	R

	<ul style="list-style-type: none"> <li>Tutoring</li> </ul>			
	<b>Distance Education Functions</b>	<b>RESPONSIBILITY</b>		
		<b>District</b>	<b>College</b>	<b>District DE Committee</b>
<b>8</b>	Data Collection <ul style="list-style-type: none"> <li>Student Enrollment Behaviors</li> <li>Student Outcomes</li> <li>Needs Assessment Surveys</li> <li>Student Satisfaction Surveys</li> </ul>		P	
<b>9</b>	Reports <ul style="list-style-type: none"> <li>DE Report to the State Chancellor's Office</li> <li>Annual Report to the Board of Trustees</li> <li>Substantive Change Requests</li> </ul>		P	
<b>10</b>	LMS Analytics	P	R	
<b>11</b>	Technical Support <ul style="list-style-type: none"> <li>Helpdesk Function (Students/Faculty)</li> <li>Level I (User Guides; Forums)</li> <li>Level II (Troubleshooting Functionality)</li> </ul>	P		R
<b>12</b>	Coordination of Regulations (Federal, State, ACCJC, APs, etc)	P		R
<b>13</b>	Authoritative Curriculum Database and DE Addendum Maintenance	P		R
<b>14</b>	Strategic DE Planning (District-wide impact)	S	S	R