

## **RESPONSIBILITIES OF THE DISTANCE AND DISTRIBUTED LEARNING (DDL) COORDINATOR**

All DDL Coordinators will be the Dean or Associate Dean of the faculty who is applying for or has been awarded course development funding. In some cases, a DDL Coordinator may apply for and receive funding for several courses. The following is a list of your duties, as determined by the DDL Committee, in consultation with Deans' Council.

- 1. Must be advised by the applicant/department Head and show a willingness to support an application prior to submitting a DDL proposal**
- 2. DDL Coordinators are responsible for overseeing content development and general workflow:**
  - a) Being available to help resolve issues raised by the Instructional Design Team who is working with the course developers
  - b) In collaboration with the course developer, ensure that the course content is developed in a timely fashion and that the course is available to students in accordance with an agreed-upon timeline. The usual expectation is that the development of newly funded courses will commence shortly after funding. If this is not possible due to extenuating circumstances, a course is given one year maximum to start development. A sunset clause of two (2) years exists on all FOAPALs created by Financial Services.
  - c) In collaboration with the faculty administrator, track the financial aspects of the course development project: (*See FOAPAL management document for more information*)
    - i) Course Developer's Letter of Appointment, as provided by Flexible Learning, CCE
    - ii) Ensure that DDL FOAPAL funds, which will be set up by Financial Services at the request of Flexible Learning, are spent appropriately. For a faculty member who is developing, they may consider spending the FOAPAL on:
      - Hiring a student to help with a literature review for material to go into your course
      - Hiring a student to do research for the course
      - Hiring someone to replace you to teach a class (buying out a course)
      - Any revisions to the course after the first delivery
      - Purchasing special software or tools (with the approval of the DDLC if the cost exceeds \$1,000)
      - Paying yourself the equivalent of an overload payment as per Appendix A #12 of the URFA Faculty Collective Agreement 2017-2021 found at <https://ursource.uregina.ca/hr/assets/pdfs/collective-agreements/Academic/2017-2021-Academic-CBA-Final.pdf>. Note: Half of this funding will be released when 50% of the course content has been completed and submitted to your instructional designer, with the second half paid when the remainder of the course content has been completed and submitted. Any expenditures related to the FOAPAL should be discussed with your DDL Coordinator (see <https://ursource.uregina.ca/cce/access-services/develop-flexible-course/DDL-Coordinators-List.pdf>)

*Note:* When you choose to pay yourself, half of this funding will be released when 50%

of the course content has been completed and submitted to your instructional designer, with the second half paid when the remainder of the course content has been completed and submitted. The Senior Instructional Designer will contact the DDL Coordinator when funds are to be released.

- d) In collaboration with the Department Head, and the FL Program Manager, confirm scheduling of the course once the course is completed

Note: The DDL Coordinator may not actually DO any of this work, but still holds the responsibility to ensure that this work gets done.

### **3. Other information and terms and conditions regarding DDL funded courses:**

- a) The University expects that DDL courses will be completed within twelve months after the Letter of Appointment/Agreement is signed.
- b) In accordance with Article 30 (faculty members) and Appendix J (sessional course developers) of the URFA Academic Staff Collective Agreement (<https://ursource.uregina.ca/hr/assets/pdfs/collective-agreements/Academic/2017-2021-Academic-CBA-Final.pdf> or URFA website: <https://www.urfa.ca/>), the University asserts its right to re-use courses developed with DDL funds for a five-year period, commencing on the first day of lectures of the first term in which the course is offered.
- c) If the DDL Committee does not see evidence of progress in developing and scheduling the course within one year, the account could be frozen until the grant holder and FL agree in writing on a timetable for developing and offering the course. If agreement is not reached, any remaining funds will revert to the University of Regina general DDL fund for re-allocation.
- d) When an account is created, a sunset clause dated two (2) years from that date will be placed on the account. Any funds still in the account at the date of the sunset clause will revert to the University of Regina general DDL fund for reallocation.